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ABSTRACT

This guide contains student materials and teaching suggestions to prepare students for finding and getting a job. Constructed in narrative format, the 32 sections of the guide cover the following topics, among others: the job search, qualifications, how to look for a job, dressing for success, letters of application, resumes, job interviews, accepting the job, talking money, succeeding in the job, employer-employee relations, how to get promoted, changing jobs, and being laid off or fired. The teacher's section contains suggestions for teaching these topics, along with an annotated bibliography and an annotated list of related tapes and film strips. (KC)

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A Teacher's Guide for

GETTING AND KEEPING A JOB

A Practical Guide for Students

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by

Dr. Elwood Peterson, Ph.D.

March, 1983

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GETTING AND KEEPING A JOB - A PRACTICAL GUIDE FOR STUDENTS

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HOW TO START YOUR JOB SEARCH

Probably most of us would agree that the best way to teach a person to swim is not to throw him/her into deep water and say, "Sink or swim," especially if the non-swimmer in the water happens to be you.

It is probably almost as foolish to send a novice out into the world of work and simply say, "Get a job," especially if the novice happens to be you. Just as almost anyone can learn to swim and find it an enjoyable experience if given proper instruction, so can almost anyone find and keep a good job and find it a satisfying experience if given the appropriate instructions.

This guide to getting and keeping a job will give you the help you need to be successful in your job search or in keeping your job if you already have one.

Everyone is clumsy when trying to do something new. Think, for example, how awkward and afraid you were the first time you tried riding a bicycle, roller skating, or swimming. Probably it was not only that you were clumsy in your first attempts at these activities but also you felt rather foolish too. If you persisted in trying to learn to do these things better chances are you were able to become quite skillful and confident.

The same awkwardness and self-consciousness will be true of your beginning attempts to get and keep a job. You will almost surely be clumsy and somewhat afraid at first. With practice, persistence and perhaps some assistance from others, you will be able to become both skillful and confident in the areas of getting and keeping a job. Once you learn these skills you will be able to use them the rest of your life. Most people find they have occasion to use these skills over and over again.

Actually, you have been preparing all your life to get a job. Your experiences at home, at school, at church, in your neighborhood all have helped to prepare you. Jobs you have held, even if only volunteer work, are very valuable. Relationships of various kinds with people, activities and courses are other helpful background.

You will be a valuable asset to an employer. Don't feel you have nothing to offer even though you may be looking for your first job. Remember, you have ten or twelve years of schooling plus a lifetime of various kinds of experinces. But before you go out and start asking for jobs you should learn the effective way for getting a keeping a job by following the suggestions made in the following sections.

HERE'S LOOKING AT YOUR QUALIFICATIONS

An employer is searching for competent, capable workers who can make a contribution to his business. Some employers are clever and aggressive at finding the right person for the job. Others are quite inept in this process. The employer with the best opportunity just may be the clumsy recruiter while the cagey recruiter may, in fact, have a poor position to offer.

As a potential employee, the burden of proof of your qualifications is upon you. The responsibility of discovering the best potential employer, the best job and of convincing them of your qualifications is yours.

Learn to Understand Yourself

Every person is a unique individual with individual tastes and preferences. Things that satisfy other people might not be right for you. Begin to ask yourself what you really like and dislike. Find out why you feel the way you do. Chances are what you like to do is what you do BEST! Reflect on the following questions. Maybe you will want to ask your friends, your parents or a teacher what they think.

If you like sports--why do you?? Because of the excitement, or the chance for recognition among your classmates? Do you like team sports or individual sports in which you depend on no one for support?

What courses do you like or dislike? Do you do best in areas which require a high degree of precision or calculation? Are you more at ease in areas which require a great deal of information--gathering and evaluation of ideas in order to reach a conclusion?

How do you choose your hobbies? Because of a desire to be outdoors, or to be alone, or to compete? Do your hobbies put you under "pressure"? Do you choose to work with ideas rather than objects?

What are your values? What things do you feel are really important in life?

What are your favorite interests? What do you like to do?

What are your abilities and aptitudes? In what areas can you perform comfortably and effectively?

How about special talents and skills? Do you have talents or skills which come easily to you?

How do you get along with others? Are you outgoing or quiet? How do you interact with friends, classmates, teachers, parents?

What useful experience do you have? . . . that might be helpful to you and interesting to a prospective employer?

You have a product to sell--your knowledge, skills, and experience. You need to market yourself effectively, but you can only do that if you understand your product (you), its strengths and weaknesses very well.

Writing a Personal Inventory

To specify exactly what your qualifications are you need a detailed inventory of your background and experience so you will know exactly what assets you have to offer an employer. It will contain the information you need to prepare your resume and your inventory will help you decide how to present your qualifications at a job interview. To prepare your inventory, follow the outline below.

1. Work history
   List all of your jobs, including part-time, summer, and volunteer work. For each job, give the name and address of your employer, your job title, the details of your duties, and the dates you were employed. Ask yourself:
   What did I like about each job? Why?
   What did I dislike about each job? Why?
   Why did I leave?

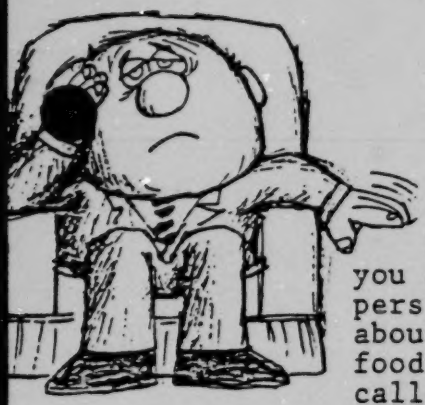
2. Skills and abilities
   List personal qualities you have that make you good at certain work. Think back over job experience and school and volunteer activities and try to be honest with yourself. Are your strong points initiative, imagination, leadership, ability to organize, willingness to follow orders, interests in detail, or ability to work with people? How are you at such skills as using your hands or words, using analytic thinking or logic,

artistic ability, helpfulness, creativity, or leadership? What did I learn on the job that I can use in another position? (For example, operation of a machine or office equipment or blueprint reading.)

3. Education.
List schools you attended and the dates, the principal courses you took, and diplomas and certificates you received.
Ask yourself:
What courses or training did I like best and why?
What courses or training did I dislike and why?

List scholarships or honors and your extracurricular activities. Activities may be a significant part of your job qualifications (for example, work on the school newspaper). Even if they are not directly related to a job, they may help you decide what your best talents and interests are. (For example, do you enjoy sports, recreation, and outdoor activities? Did you excel on the debate team? Are you good at organizing a group to do a job?)

4. Interests, talents, and aptitudes.
Write down a list as you ask yourself:
What are my hobbies or volunteer activities? What are my special talents or aptitudes? For example, can I fix a car? Play a musical instrument? Speak another language besides English? Am I good at drawing or painting? What do I learn most easily? How can I relate my talents and interests to a job?



WHAT ARE MY LIMITATIONS

Be realistic about what you can and cannot do. If you are small, you may need to show ingenuity and persistence. For example, a sixteen-year old who looked about twelve tried repeatedly to get a job at a fast food restaurant. He was told he was too small, but he called back often during holiday rush periods, and finally his persistence paid off. He was hired to help out during one holiday, with a distinct understanding that he was temporary and would be terminated after the rush. He had prepared well for just this break. Earlier, he had often watched the workers prepare hamburgers and other food items. He had practiced at home, and when the chance came his practice paid off. He was good with his hands, and he had developed quickness doing this work at home. Soon it was obvious he was faster than most of the other workers and he was hired on a permanent basis.

Recognize a limitation and then work around it so it does not become an unsurmountable obstacle. "Nobody will hire me because I have no experience; but how can I get any experience unless they hire me?" Most of us have heard this complaint. The usual response is: "Keep trying and don't get discouraged." While words of encouragement are appropriate, there is more that can be done to aid in getting work experiences. Be willing to be honest with yourself by admitting what your weaknesses are

Recognize, accept, and work around personal weaknesses or limitations by thinking of offsetting strengths or by avoiding situations which will put you in a bad light or at a disadvantage. Often strengths are belittled or thought of in too-narrow a fashion. Expand your thinking. For example, punctuality may seem on the surface to be a simple and easily acquired trait but it has far-reaching implications. A person who is punctual not only is on time to school, to appointments, to meetings, and to work, but also is on time with commitments, obligations and assignments. The person who is punctual is sensitive to the value of time--both his or her own and others. The punctual person learns to schedule time effectively. The punctual person is also careful to not steal someone else's time.

By accurately listing both strengths and weaknesses you will be able to respond effectively when asked about them by a prospective employer.

WHAT DO YOU WANT IN A JOB?

Choose a goal for yourself. This is important to your future and for your present employment. Your goal should be a long-range one built upon small goals that are steps leading to the final goal. It is important that your goal be suited to your interests, your skills, your abilities, and your personality.

Once you have established the long-range goal, be sure that it is matched with your interests and abilities. Take your choice of career and study it to determine the characteristics of the job or profession.

Talk to people already working in your chosen profession. The more you learn of the occupation you want to enter, the better it is for you. Each job or experience should help you reach your ultimate career goal.

Evaluate what you want from a job and what you bring to it.

--Determine if you are educationally and temperamentally prepared.

--Consider physical as well as mental requirements.

--Keep in mind your long range objectives, e.g. accepting a lower paying job may prepare you better for future responsibilities.

--Identify organizations best suited to your needs (size, location, leadership, product/services).

When you see a job you think you want <u>find out more about it</u>:

1. STUDY the job descriptions

2. TALK IT OVER with family, friends and counselors
   Ask for their opinions and suggestions. How do they picture you in the jobs that interest you? Their insight and points of view may help to clarify your own thinking.

3. OBSERVE and talk to those in the field
   Most people are proud of the work they're doing and are happy to talk to others who are interested.

The more you know, the BETTER DECISION you can make--so. . . don't be afraid to ask questions, seek advice and opinions.

Once you have picked out one (or several) possible jobs of interest, investigate more deeply. YOU'LL WANT TO KNOW:

1. Is it CHALLENGING?
   Is it interesting, and will the interest last over the years?

2. Can I SUCCEED in this job?
   Can I meet the physical and mental standards about as well as others?

3. How much can I EARN?
   Is it close to what I want to earn. Is the work satisfying as well as profitable?

4. How's the WORKING ATMOSPHERE?
   Will the working conditions be an asset or a liability to my plans?

5. Is the job FLEXIBLE?
   Are there related fields where my skills will be valuable, leaving me other options?

6. Do I have ENOUGH TRAINING?
   Will it be practical to acquire necessary credentials. . . or am I reaching too far?

7. What's the FUTURE OUTLOOK?
   Is the occupation <u>expanding</u>--or might it become obsolete?

WHERE TO LOOK FOR JOBS

Many people are quite haphazard or even casual about how they enter the job market. They simply accept one of the apparently available jobs. Don't settle for what seems to be available; instead conduct a probing, thorough search.

Getting a job is a job in and of itself. In many respects it is the hardest work a person does. Use available resources skillfully both for potential employer leads as well as for job information.

Contacts with people you know

Your first source of job information should be friends, neighbors, and relatives who may know of opportunities not listed by regular sources. These people have personal interest in you and will want to help. You may be surprised to learn how many kinds of work they know about, and even more important, how many people they know who can put you into contact with potential employers. Talk to people you know and tell them you are looking for work. Ask them if they have something you could do or if they know of someone else you could talk to about it. It is urgent that you get acquainted with people who may need your service.

Use all possible contacts you can think of: former employers, recruiters, friends, teachers, classmates. If possible get introductions to potential employers. By far more people find jobs through people they know than by any other method. In fact, more than three out of every four people who are hired get their jobs directly or indirectly from someone they know or through a mutual friend. The old adage, "It's who you know that counts," is most certainly applicable here. People are prone to hire those they know.

Advertising is an extremely important part of marketing products, and you are trying to market yourself, the most important product in the world, so spread the word. Don't keep it a secret that you are in the market and you are sold on the product.

Informal or Indirect Job Search Methods

Informal methods of job search are popular and effective. Informal methods include direct application to employers with or without referral by friends or relatives.

Using an information interview rather than a job interview approach is often the most effective in these contacts. This means you get an appointment with the potential employer and then instead of directly asking for a job, use questions like the following:

"May I ask how you got into this field of work?"

"What do you like most about your work?"

"How would you suggest a young person like my go about getting started in this type of work?"

"Could you refer me to people who might help me get an entry level job in this field?"

Information about many jobs can be found on bulletin boards in such places as grocery stores, recreation facilities, business firms, and post offices--check them carefully. Locate a potential employer and file an application, even without certain knowledge that an opening exists.

Most jobs are never advertised. Make an effort to tell business people you see that you want a job. People in places you go to every day may just have a lead--but first you must let them know you want a job!

When one is in search of a job, it is usual to think of the large company first. There are, however, many small businesses which offer many advantages. For example, a small firm may give you more personal attention as an employee. You may be given a variety of work instead of one specialized job, thus letting you use various skills. A smaller organization, because it is small, can give you the feeling of "belonging." Your individual ability may be noticed sooner than if you were one of thousands in a larger organization. The small business many times does not have the quantity of applicants that the large company has, and here you may find a vacancy which has not been applied for.

A few types of small businesses which you might consider are:

Stores of all types, especially drug and food stores
Small department stores
Specialty shops
Automobile dealers
Construction companies

Newspaper Want Ads

The want ads provide not only available jobs but job types that are in demand. As a job search tool, they are cheap and easy to acquire. However, want ads give a distorted view of the labor market, for they tend to underrepresent small firms. They also tend to overrepresent certain occupations, such as clerical and sales jobs. How helpful they are will depend largely on the kind of job you seek. Want ads do not provide complete information; many give little or no description of the job, working conditions, and pay.

Checking the ads everyday as early as possible gives you an advantage over other applicants, which may mean the difference between a job and a rejection.

Don't expect much from "blind ads" that do not reveal the employer's identity. Be cautious about answering "no experience necessary" ads. Most employers fill job openings that do not require experience without advertising in the newspaper. This type of ad may mean the job is hard to fill because of low wages or poor working conditions, or because it is straight commission work.

Job Service

Job service has more job listings than any other single source, and there is no charge for services. Its motto aims to "bring people to jobs and jobs to people." Job Service centers also help job seekers with counseling and testing services.

Private Employment Agencies

Cities of medium to large size almost always have some private employment agencies. Some offer higher quality service and better chances of successful placement than others, but they are almost always in business to make a profit and will usually charge you a fee for their services. Often these fees are quite large. Always determine what the service will cost you before signing any agreements, then think it over and decide whether it is worth the cost.

School or College Placement Office

Almost any school will have a trained individual who may lead you toward employment. Such an individual may be a guidance counselor, a vocational counselor, a principal, or a teacher in the field in which you have trained. Some of the larger schools have a placement office where full-time employees aid students in finding employment. Your counselor, principal, or teacher will probably have many business contacts. He will receive requests from large businesses as well as from small businesses, both of whom may need employees.

If there is no service at your school, contact the Career Education Department - Utah State Office of Education.

Yellow Pages in the Telephone Book

Nearly every employer is listed in the yellow pages of the telephone directory in alphabetical order by their type of business. This is a quick, thorough and effective way to see what potential places of employment are available for your qualifications, as well as providing a means to check your possible interests in various kinds of work.

Chamber of Commerce

The Chamber of Commerce is available to promote business in a city and they are very valuable as a source of information to the job seeker and are almost always very cooperative.

They have a directory available which contains background information on each of the businesses in town and the name of the person to contact for a job interview. They can also inform the job seeker about the general outlook for each of the businesses in the city. In addition, they have a directory of the Chambers of Commerce in cities all over the United States as a help to those who wish to make contacts in other locations.

Church, Service and Community Organizations

Clubs, churches and other organizations sometimes have information about employment opportunities. They will be pleased to help you in your job search.

Civil Service

The federal government hires many new employees each year. State, county, and city governments also hire many thousands yearly. Almost all government jobs are under what is called civil service. You have to pass a test for almost all civil service jobs.

You can get information and application forms at most Post Offices. You can also get application forms at United States Civil Service regional offices or by writing to the United States Civil Service Commission, Washington, D.C. 20401. For information on a state job, go to the local Job Service office.

Almost every county and city has its own civil service agency to test and hire people for county or city jobs. Find out about such jobs at the personnel office of you city or county.

METHODS FOR GETTING A JOB

Shotgun Method:

Check out every possible kind of job opportunity no matter what it is. Spread your job search out to cover every kind of lead to every kind of job. An example would be to pay a visit to all business establishments in your town, or if in a big city to your part of the city.

Rifle Method:

Decide in advance what kind of job you wish to have and "zero" in on your target bullseye for just the type of work you want to do. Be selective as to those employers who have what it is you want and concentrate on them with multiple contacts and follow-up visits to them. An example might be if you decide your job objective is to work in a clothing store then you should research out which stores have the lines of clothing you would be interested in and then find out as much as you can about those stores and then begin personally getting as well acquainted as possible with the employers in those stores and then begin personally getting as well acquainted as possible with the employers in those stores and maintaining contact with them to try to get a job with one of them.

Create Your Own Job

Maybe the job you want is just not available or perhaps you want to do it your way. The best method to get a job for you may be to create your own.

Hobbies or previous experiences often furnish opportunities for creating a job. One girl had aquariums with tropical fish as a hobby. When a neighbor seemed responsive, the girl set up an aquarium for him in his home. The neighbor was so pleased with the girl's efforts that he not only paid for the cost of the fish and the equipment, but also gave a bonus to the girl for her efforts. The girl contacted professional people in the area and offered to rent them attractive aquariums for their offices or reception rooms which she would service. She soon had rental units in a number of offices.

Some steps to take in creating a job are:

1. Survey the community to determine kinds of products or services needed.
2. Talk with people who have had similar experiences.
3. Brainstorm the idea with friends.
4. Decide upon a service or product you can actually provide.

SELL YOURSELF

Just as a salesperson must show a customer the advantages of buying a particular product, so must you show a prospective employer that you are willing to work and to learn. Employers desire and need employees who have at heart the interest of the company. By improving your knowledge of the company, you are helping yourself to succeed.

When you are talking to an employer for whom you would like to work, remember that your attitude may have a lot to do with whether or not you get the job. You should show the employer that you are confident that you can do the job, without giving the impression that you are a know-it-all. A friendly and ready smile and a pleasant disposition may also show the employer that you would get along well with the rest of the company's employees.

The job applicant is in much the same position as a salesperson who is selling automobiles, stereos, or any other product. Such a salesperson is competing with other salespeople. So is an applicant competing with other applicants for a job. But instead of selling some product, you must sell your services--your education, training, and ability to perform some needed service--to a prospective employer.

When selling a product, a salesperson presents that product in the most attractive and most appealing way possible, making it an eye-catching package to hold the interest and desire of the prospective buyer. So must you, the job applicant, do the same with yourself and your qualifications. By doing this you will enable yourself to compete successfully with others who may be as well qualified or perhaps even better qualified. Sales appeal is created by a neat and clear appearance, a courteous manner, correct speech, and a pleasant, agreeable personality.

Mention important facts about yourself and be ready to tell about your experience, your qualifications, and your abilities to do the job for which you are applying.

When you look for work you should be willing to devote the necessary time. But to look for employment eight hours a day is probably more than most people can cope with, so pace yourself. You want to look fresh and be enthusiastic when you apply.

Strategies For Job-Hunting

1. Get a pack of 3 x 5 cards and record prospects:
   a. Name of company with job openings
   b. Address
   c. Phone
   d. Name of person to see

2. Organize your cards geographically and get a city map.

3. Write to companies on your prospect list. Send an individually typed letter to a specific person within each company.

   a. State your reason for writing, mention a few of your credentials, and request an interview or appointment. State when you will telephone to confirm the appointment.

   b. Include a resume with your letter.

4. Keep all lines going at once. Do not put off one lead until you hear from another.

5. When you make personal contacts be in the right frame of mind--not moody or worried. Wait until you feel your best. You should present a good appearance and be able to appear cheerful, alert, interested, and self-confident.

6. Advertising in the "Situations Wanted" section of the newspaper is another good job search technique.

7. Another way to advertise your services for is to compose ads on cards and give them as reminders to church officials, club members, or association officials.

8. As you are getting others to look for jobs for you, you will want to be working on your own. Make a list of all those businesses you want to contact. Ask about job openings. If possible, complete an employment application form and include your resume.

DRESS FOR SUCCESS

The key word in how you should dress for the job you are seeking is appropriate. No job applicant can escape making an impression of some sort upon the interviewer. Make sure the impression you make is a good one!

When you go to an interview, wear suitable business clothes--not too casual or not too dressy. The clothes do not have to be new, but they should be neat and clean. Neatness and cleanliness includes teeth, hair, and fingernails, as well as every item of clothing.

Extremes in clothing, hairstyles, or actions, may cause a negative reaction by the interviewer. You may be judged on how well you will be received by other people according to what you are wearing and how you behave. So anything that distracts from your qualifications and your ability to do your future job should be avoided.

If you are in doubt about any part of your appearance, seek advice from an experienced person. A good motto to remember when you are in doubt whether you should wear a certain color or style is: "Don't!"

GROOMING HINTS

First impressions last the longest!

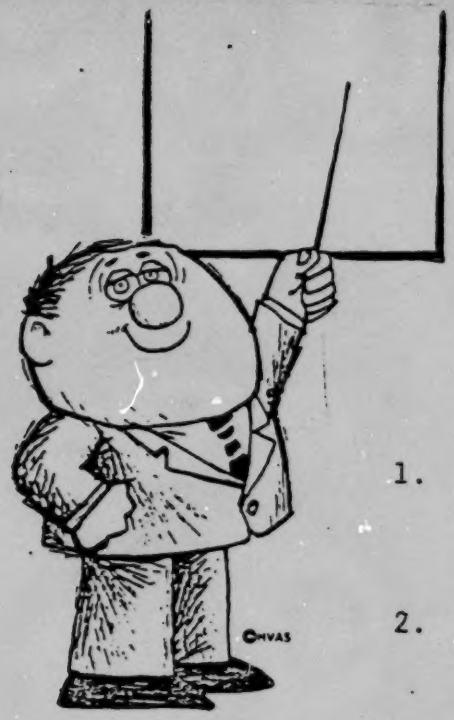
A good appearance engenders a feeling of self-confidence and well-being, and that is exactly the impression you must convey when you are being interviewed for a job. You're not giving yourself a fair chance unless your appearance presents you at your very best during the job interview. Look at yourself in a full length mirror objectively as the employer will see you when you face him or her.

Check List for Men

Hair--well groomed, well trimmed, clean
Face--well shaved
Hands--clean, nails clean and trimmed
Shirt--good quality, freshly laundered. Tie clean and color in harmony
Suit (if appropirate)--conservative and businesslike
Shoes--shined
Personal hygiene--shower, change of underwear, use deodorant and mouthwash

Check List for Women

Hair--properly groomed, not extreme hairdo
Make-up--for appropriate daytime wear, avoid excesses
Hands and nails--attractive and immaculate, nails well manicured and not too long.
Dress--styles for business wear, well tailored, avoid frilly or ensembles, no tight-fitting clothes
Shoes--harmony with a conservative wardrobe
Accessories--moderate size; less the better; restraint in kind and amount of perfume
Personal hygiene--shower, change of underwear, deodorant and mouthwash.



APPLICATION FORMS

Many employers require you to complete an application. The way you complete an application form tells an employer many things about you such as:

1. Your ability to communicate. Have you used proper spelling and English? Are you neat in your work and organized in presenting thoughts and ideas?

2. How well you follow instructions. Have you carelessly or carefully filled out the employment application form?

3. What type of character you have. The form includes facts about you that will tell something of your personality.

4. What you have achieved. The employment application allows you to mention past accomplishments.

5. How well you hold a job. There will be questions concerning your employment history.

6. How thorough you are. Did you answer all the questions on the employment application form? Each question on the application form is important to the employer, so try to give an answer that will be meaningful and accurate.

APPLICATION FOR EMPLOYMENT

PLEASE PRINT Date _____

Name _____
FIRST MIDDLE LAST

Present Address (Include Zip Code) How long have you lived at this address?

Last Previous Address How long did you live at this address?

Phone _____ Social Security No. _____

[ ] Male or [ ] Female (Check one) Age _____ Height _____ Weight _____

Date of Birth Month _____ Day _____ Year _____

Place of Birth City _____ State _____

Work Permit Number (if under 18) _____ Do you have a reliable means of transportation [ ] yes [ ] no

Are you licensed to drive a car? _____
Have you had your driver's license revoked? _____

Married? [ ] Yes [ ] No (Check One) No. of Children _____ Other Dependents _____

Citizen? [ ] Yes [ ] No (Check One)

Father's Name Father's Occupation (if Deceased, so indicate)

Mother' Name Mother's Occupation (if Deceased, so indicate)

Spouse's Name Spouse's Occupation

Spouse's Birth Date Spouse's Employer, If Employed

Person to be Notified in Case of an Emergency Name Address Telephone No.

If yes, explain fully

Have you any physical disability? [ ] Yes [ ] No _____

Have you ever been awarded benefits under workers' compensation? [ ] Yes (If yes explain fully) [ ] No

Have you ever been convicted for other than a minor traffic violation? [ ] Yes (if yes, explain fully) [ ] No

Has your application for a bond ever been denied? [ ] Yes [ ] No If YES, describe _____

JOB INTEREST

Job or position desired

Wage or salary expected
$ [ ]hr. [ ] wk. [ ]mo.

Other work for which you qualify

Date available

Give names of relatives employed by this company

Name Relationship

Name Relationship

Were you ever employed in this company? [ ] Yes [ ] No (if yes, explain when and where)

Who referred you for employment? _____ Are you employed now? _____

List any business and/or factory machines you can operate

List any foreign languages you speak or write

Typing speed w.p.m.

Shorthand speed

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Indicate Last Year Completed	Did You Graduate?	Diploma or Degree
High School	_____ _____ _____		9 10 11 12	Yes [ ]* No [ ] *Year____	
Business College	_____ _____ _____		1 2 3 4	Yes [ ]* No [ ] *Year____	
College	_____ _____ _____		1 2 3 4	Yes [ ]* No [ ] *Year____	Major Area
Other School or Special Training (specify)	_____ _____ _____		1 2 3 4	Yes [ ]* No [ ] *Year____	

RECORD OF EDUCATION

List honors earned and extracurricular activities while in school, and current hobbies.

WORK EXPERIENCE

List present and past employment, including part-time or seasonal, beginning with the most recent.

Company	Employment Dates and Salary	Describe the work you did in detail	Reason for leaving
Name_____ Address_____ City_____ St._____ Phone_____ Supervisor_____	From:_____ To:_____ Salary_____ _____		
Name_____ Address_____ City_____ St._____ Phone_____ Supervisor_____	From:_____ To:_____ Salary_____ _____		
Name_____ Address_____ City_____ St._____ Phone_____ Supervisor_____	From:_____ To:_____ Salary_____ _____		
Name_____ Address_____ City_____ St._____ Phone_____ Supervisor_____	From:_____ To:_____ Salary_____ _____		

Please indicate other abilities, experience, skills or special knowledge which you particularly feel would qualify you for the type of work for which you are now applying, such as volunteer work, etc.

_____

_____

_____

Please indicate any special certificates, licenses, etc., that will help the company in placing you. _____

_____

Are you willing to work:

1. Shift work? [ ] Yes [ ] No
2. A rotational work schedule? [ ] Yes [ ] No
3. Overtime work? [ ] Yes [ ] No
4. A work schedule other than Monday through Friday? [ ] Yes [ ] No

WORK EXPERIENCE (Continued)

Please describe any commitments you may have to another organization or employer.

_____

_____

_____

REFERENCES

(These references will be contacted unless otherwise indicated.)

Exclude relatives. Give references who are thoroughly familiar with your interests, ability, training and character. At least two references should be faculty members in your school or employment supervisors who are familiar with your academic or professional work.

1. Name_____ Street and Number _____

   Occupation_____ City, State and Zip Code _____

2. Name_____ Street and Number _____

   Occupation_____ City, State and Zip Code _____

3. Name_____ Street and Number _____

   Occupation_____ City, State and Zip Code _____

PLEASE READ CAREFULLY THE STATEMENT BELOW

I authorize the investigation of all statements contained in this application, and further authorize the company to contact my past employers. My present employer [ ] May [ ] May Not Be Contacted. I certify that all statements and information are true, and acknowledge that any falsification of these facts is cause for separation from the company's service. Recognizing that a physical examination may disclose matters which would adversely interfere with the performance of my work, I agree to such an examination by a company-designated physician, and understand that my employment is contingent upon that examination.

_____

Applicant's Signature

Now that you have completed the application, look it over carefully to see if it represents you in the way you wish. Then take the completed form to a counselor, teacher, parent or some other person who you feel confidence in and have them go over it with you to make suggestions.

Be sure to take with you to your job interview any information you might be expected to have for the application form.

SOCIAL SECURITY NUMBER

When you apply for a job you will need a Social Security number. It takes six to eight weeks to get a number, so get yours now if you don't already have one.

Applying For a Card

Apply for your card at any Social Security office. If there is no Social Security office in your town you can get an application at your Post Office.

When you apply for your first or original number you will need:

--Proof of age (birth certificate)
--Proof of identity

If you are applying for a duplicate card to replace a lost card or to change your name when you marry, you will need:

--Proof of identity (such as a driver's license)

Your Social Security office will be able to suggest other documents to use a proofs if you run into any problems.

What is Social Security?

When you work, you pay Social Security taxes. Your employer adds the same amount from his own funds and sends it to the Government. Your earnings are then credited to your account under the number on your Social Security card.

When you retire or is you become disabled, you and your dependents may be entitled to monthly cash benefits. When you die, your survivors may be entitled to monthly benefits and a lump sum death payment.

After you are age 65 or if you have drawn disability benefits for two years, you may be eligible for hospital insurance protection under Medicare.

Suggestions for Completing the Application Form:

1. Always take two pens with you, one to use as a spare.

2. Carefully read and follow directions.

3. Read the whole application blank before writing anything. Then you know what is coming next.

4. Proofread your finished work carefully.

5. Include a copy of your resume with your completed application.

Many job applicants are eliminated before the intervie because of a poorly prepared application. Since you will b filling in application forms as you apply for jobs, t filling in the following sample application for practice.

LAWS FOR MINORS

Special laws in Utah determine the kinds of work youth are permitted to do. These laws include the following:

1. No youth under the age of 16 shall be employed or permitted to work during school hours, except, as authorized by proper school authorites.

2. All schools shall issue age certificates showing the date of birth of students according to school records.

3. No youth under the age of 16 shall be permitted to work before or after school in excess of 4 hours a day, nor before 5:00 a.m. or after 9:30 p.m. unless the next day is not a school day, nor in excess of 8 hours in any 24 hour period, nor more than 40 hours in any week.

4. Youth 16 years and older may work in all occupations not declared hazardous and in occupations involving the use of motor vehicles if licensed to operate the motor vehicle.

5. Youth 14 years and older may work in a variety of non-hazardous occupations, such as retail food service, automobile service stations, excepting operation of motor vehicles and use of hoists, public messenger service, janitorial and custodial service, lawn care, approved type vacuum cleaners, floor polishers, power lawn mowers, and sidewalk snow removal and other similar work as approved by the Industrial Commission and in non-hazardous areas in manufacturing, warehousing, storage and construction not determined harmful by the Industrial Commission.

6. Youth 12 years of age or older may work in the sale and delivery of periodicals, door to door selling of merchandise and delivery thereof, baby sitting, agricultural work not hazardous and any other occupation not determined harmful by the Industrial Commission.

Letter of Application

Writing a letter of application is a way to introduce yourself to an employer and to ask for a personal interview. It also serves as a cover letter when you are mailing resumes. Do not expect to be hired from a letter. That almost always happens after interviewing.

When applying for a job by letter, keep your comments clear and to the point. Your objective is to get an interview, so present the information in your letter in a manner that can be read quickly and easily by the employer. You may indicate why you think you are qualified for the job, but leave specific data about your education and experience for the resume. Since a letter of application is a sales letter, write it with a sales appeal tone.

Guidelines for the application letter:

1. Type neatly, using care in sentence structure, spelling and punctuation.
2. Use a good grade of letter-sized white bond paper.
3. Address your letter to a specific person.
4. State exactly the kind of position you are seeking and why you are applying to the particular firm.
5. Be clear, brief and businesslike.
6. Give a few concise statements as to your qualifications, work experience and the contribution you can make to this company.
7. Mention you are enclosing a personal resume.
8. DO NOT say how much you need the job.
9. Ask for an interview at the employer's convenience and tell where you can be reached. End the letter by asking that he get in touch with you, or say that you will telephone in a few days to set up a firm appointment for the interview.
10. Keep in mind that your letter should show your personality and style.

It is a good idea to have someone go over your letter to check for clarity, correctness in spelling and grammar, and

general tone of the letter. If possible, choose a person who is capable of writing a good letter and who can read your letter without bias.

Write a variety of letters depending upon your needs and the circumstances:

--applying for an existing job opening
--exploring the possibility of employment in the future
--seeking information about a particular career field or specific organization

Example of Letter of Application

243 Spruce Street
Littleton, MA
March 1, 19--

Mr. Bill Silver
Employment Manager
ACME Corporation
256 Main Street
Littleton, MA

Dear Mr. Silver:

Please consider this letter an application for a stenographic position in your downtown office.

Last June I graduated from Littleton High School, after completing a three year commercial course. My typing and shorthand speeds are 70 and 100 words per minute, respectively.

A record of my high school courses, grades, and previous work experience is included on the attached resume. Although I have been employed only during school vacation periods, I have a genuine liking for office work. If given an opportunity, I will work hard to prove myself an asset to your company.

I would appreciate the opportunity to come in and talk over this matter with you at your convenience. I may be reached at the above address or my telephone, 987-6543.

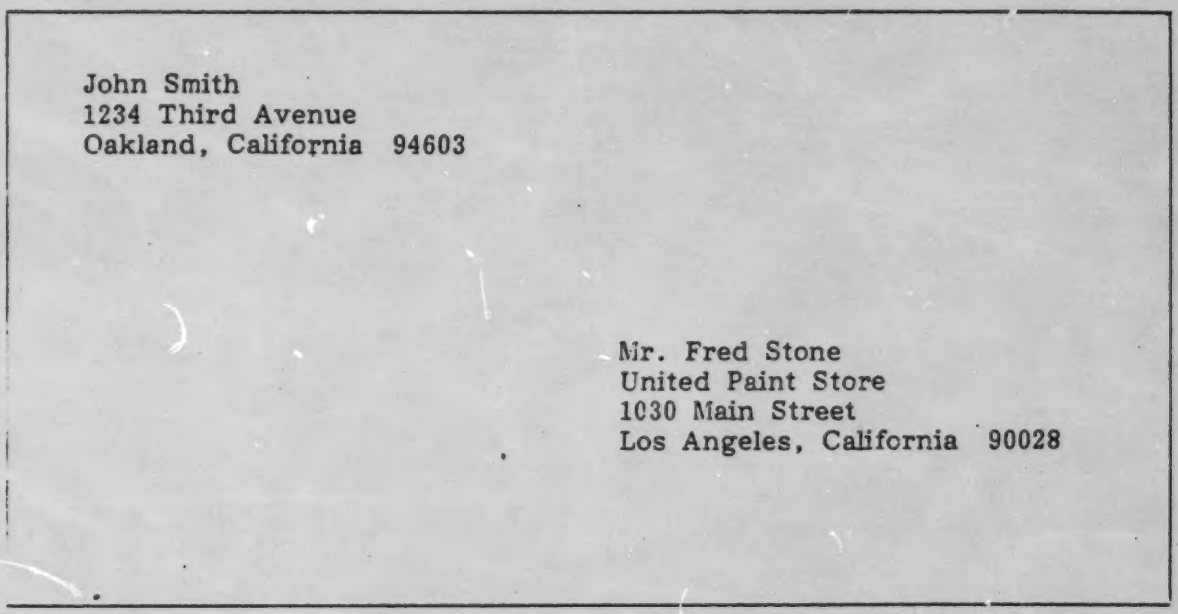
Cordially,

Jana Cottle

Attachment

The envelope for your letter is important itself. Your envelope must be addressed correctly. Write your name and address in the upper left corner of the front of the envelope. Write the name and address of the person to whom you are sending the letter in the lower center part of the front of the envelope. Be sure to include the zip code on the return address as well as on the address on the envelope.

This is how your envelope should look.



THE PERSONAL RESUME

A resume is a brief statement about yourself and your qualifications. The question is what kind of a statement do you wish to make? A carefully prepared resume of one's qualifications, training, and experience says to a prospective employer: "I cared, and so I prepared." On the other hand, a hastily constructed, poorly prepared resume may create quite the opposite impression and may very well be worse than none at all.

The resume should contain only information about you that will help to convince the employer that you are the person for the job. The resume should be a frank and honest--but positive--personal summary of education, work experience, personal achievements, interests, personal data, and references.

The resume should be neatly typed and carefully checked for spelling or typographical errors. Never give an employer a carbon copy of a resume, because that seems to say, "You are not important enough to warrant receiving the original." The best resume is a typed original. If it is not possible to individually type each one, then printed reproductions can be used.

PREPARING A RESUME

An effective resume "gets your foot in the door." It often leads to personal interviews that you might not otherwise have.

To catch an employer's attention, plan to list your best qualifications early in your resume. Ask yourself: Is my work experience the most important part of my resume? Or will an employer be more interested in my education and training? Organize your experience in one of two ways--by job or by function.

Your resume should be detailed enough to give an employer the information needed to assess your qualifications. At the same time it should be concise. For example, the sentence, "I was responsible for analyzing the cost sheets from the production department," can be condensed into a short phrase: "Analyzed production cost sheets."

Suggested Outline for Your Resume

1. Personal Data

   Name, address, and telephone number. Other personal data, such as your date of birth (optional) and your marital status may appear at the end of your resume.

2. Employment objective (optional)

   Indicate the kind of job you are seeking.

3. Work history

   Organize this information in the ways that presents your work experience better.

   a. By job
      List each job separately and list dates of employment, name and address of employer and nature of the business and position you held.
      Then describe your job, showing:
      Specific duties performed, including any special assignments and use of special instruments or equipment.
      Responsibility--your place in the organization, people you supervised.
      Accomplishments--give facts and figures
      or

   b. By function
      List the functions (fields of specialization or types of work you performed that are related to your present job objectives. Then describe briefly the work you have done in each of these fields, without breaking it down by jobs.

4. Education (If this is your main selling point, put it before your work history.)

   List your formal education, giving:
   School
   Dates of graduation or leaving school
   Degrees or certificates received
   Major or minor subjects and other courses related to your Job goal
   Honors

5. Other information

Extracurricular activities
Membership in organizations
Special skills, such as typing, or ability to operate special equipment
Skills and traits of interest to employers might include:

Selling	Reading blueprints
Composing business letters	Using a calculator
Leadership abilities	Working with tools
Working well with people	

6. References

Give names, positions, and addresses of three persons who have direct knowledge of your work competence, and/or you may list teachers who are familiar with your school work. Obtain permission the persons you use as references. When you apply for a job, you want your prospective employer to talk with or write to people who know you well. If that person knows about the job for which you are applying, he can help bring out your better qualifications for the particular job.

Volunteer work is a valuable addition to a resume. Think hard about past and present volunteer work experience. Students may not have had much paid work experience, so their non-paid job experience will point out their responsibility and willingness to work. Volunteer work could include work with Red Cross, Cancer Society, library, tutoring, etc.

The following is a sample resume:

PERSONAL RESUME

NAME:	John G. Jackson
ADDRESS:	1127 East 400 South Mountainside, Utah 84609
TELEPHONE:	801-234-5678
WORK DESIRED:	Automotive Services/Mechanical
EDUCATION:	Fairview Junior High, Mountainside, Utah Marshall High School, Mountainside, Utah Graduation - June 1983
SUBJECTS:	Automotive Services - 2 years Pre-Vocational Cluster - 1 year Business mathematics - 1 year
EXPERIENCE:	In-school experience, Auto Service Lab Worked part-time during school at Don's AMOCO, Mountainside, Utah Worked in Governor's Youth "Clean Air" Program
ACTIVITIES:	Member of VICA Youth Organization (Vocational Industrial Clubs of America) Contestant in the Plymouth Trouble Shooting Contest
HONORS/AWARDS:	2nd place - Ford Trouble Shooting Contest - 1982 Received Kiwanis Vocational Scholarship - 1979
SPECIAL SKILLS:	Operation of the following equipment: Sun -620 Generator Alternator Tester John Bean Visualiner Alignment Sun -1020 Electronic Diagnosis Engine Tester and Performance Tester Dynamometer
MARITAL STATUS:	Single
AGE:	17
REFERENCES:	Mr. Fred Smith, Teacher & Advisor, Automotive Services, Marshall High School, Mountainside, Utah 83609 phone 304-555-0000. Mr. Robert Taylor, Vocational Coordinator, Marshall County Schools, Marshall High School, Mountainside, Utah 84609 801-234-5761 Mr. James Park, Personnel Director, Valley Medical Center, Glendale, Utah 84667, 801-251-5678

THE JOB INTERVIEW

The job interview has been referred to as the twenty-minute lifetime, because a person's future may be so profoundly affected by those few moments. Years of preparation in school, in work settings, and in the home can go literally for naught if there is not effective communication in the one-on-one interview for the sought-after job. Although there are many factors to consider in seeking a job, all other factors pale by comparison to the interview, where the vast majority of jobs are won or lost.

A job interview is your big chance to present yourself and your talents. During the interview an employer judges your qualifications, appearance, and fitness for the job opening. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, it gives you a chance to appraise the job, the employer, and the firm. It enables you to decide if the job meets your career needs and interests and whether the employer is of the type and caliber you want to work for.

There is no need to be afraid of the job interview, especially if you are prepared. An interview is a conversation, generally between two people, for a particular purpose. That purpose is to explore a specific subject area. The object is twofold. The interviewer is seeking to gain enough information about the prospective employee to determine whether he or she can fill a particular position in the organization. He is also responsible for giving the job applicant sufficient information about the organization, the job, and the people to enable the applicant to make an intelligent decision on acceptance or rejection of the job.

So approach the interview with confidence. Remember the interview is two-sided. If they need employees they are as interested in you as you are in them. Information an interviewer will be trying to learn might include:

APPEARANCE AND MANNERISMS

Dress
Poise and bearing
Speech and voice
Facial expression
Neatness and cleanliness

EARLY HOME AND FAMILY BACKGROUND

Father's occupation
Number in family
Activities, hobbies, and interests
Social contacts, friends

EDUCATION

Graduation from high school? College?
Courses taken, major area of concentration
Reasons for choice of major course area
Rank in class
Courses liked best and least and reasons
Extracurricular activities
Special recognitions and honors received

WORK HISTORY

Reasons for choice of jobs
Relations & attitudes toward former superiors
Reasons for changing jobs
Career goals
Type of work liked best
Progress made (salary increases, promotions, etc.)

PERSONALITY AND SOCIAL ADJUSTMENTS

Present interests and spare time activities
Financial responsibility
Emotional stability
Ability to fit company image
Personal goals
Self confidence
Attitude toward work associates and toward authority
Sincerity
Initiative
Perseverance
Dependability

HEALTH

Past and present health problems
Physical limitations

The nature of the job will determine which areas will be most likely to be stressed in the interview. There will be specific questions about skills related to the position for which you are applying.

Since it is of such great importance, the interview should be shown proper respect through adequate preparation It is only natural that a novice will be nervous and probably ineffectual. Practice job interviews and after a number of practice efforts, rather than being nervous and clumsy in the interview you will tend to feel as though you know what to expect and how to handle the situation. The practice interviews should vary in format, from formal to informal.

PREPARING FOR THE INTERVIEW

Review your talents and experience so you'll be able to answer when asked, "What are your strengths?" Plan, too, how to answer the question, "What are your weaknesses?" so you can mention a "weakness" that won't disqualify you. Instead of saying, "Well, I have a tendency to dwell on details," you might remark, "Even though I'm apt to concentrate on details, I'm able to keep my mind on the big picture."

When responding to the request, "Tell me about yourself," don't start with "Well, I was born in Utah." Instead, offer recent, job-related information.

Don't try to get too chummy with your interviewer. Do not talk about what is wrong with your present job or your previous boss. Prospective employers are apt to wonder if you'll be difficult to work with and whether you'll "bad-mouth" them, too. Don't feel that failing to tell all means that you're being untruthful. Do not overreact when asked about personal matters.

Some people say, "I'll do anything," instead of stating a specific job objective, because they want to sound cooperative. This response only makes them sound desperate. If you feel you're qualified for a job, say so.

Avoid <u>overselling</u> yourself. Also avoid putting yourself down. Stress the similarity between the job for which you're applying and those you've held before. Link examples of school or community experience to the job. Don't apologize or belittle your work history or qualifications.

Before each interview, you should assume the job you are applying for is precisely the one you want--because it may be. To present your qualifications most advantageously, you will need to have needed papers ready and necessary information about yourself firmly in mind; and you should know how to act at the interview to effectively sell you skills.

Things To Do To Prepare For An Interview

--Assemble in easily available order all the papers you need to take with you. The principal one is your resume--unless you have submitted it before the interview. If your work is the sort that you can show at an interview, you may want to take a few samples (such as art or design work or published writing).

--Learn all you can about the company where you are going for an interview--its product or service in the industry, number and kinds of jobs available, and hiring policies and practices. The more you know about the company the more likely you are to get the job.

--Know what you have to offer--what education and training you have had, what work you have done, and what you can do.

--Know what kind of job you want and why you want to work for the company where you are applying.

--Be prepared to furnish names, addresses, and business affiliations of three persons (not relatives) who are familiar with your work and character. You may wish to list some teachers. When possible, ask your references for permission to use their names.

--Learn the area salary scale for the type of job you are seeking.

--Allow as much uninterrupted time for the interview as it may require. (For example, do not park your car in a limited time space.)

--Make out a fact sheet concerning your education, jobs you have had, job duties, references, social security number, etc. This helps you fill out application forms quickly and accurately. Also, you may be asked various dates of employment and education during the interview.

WHY BEGINNERS FAIL TO GET JOBS

A survey by Northwestern University's Placement Director, Emeritus Frank S. Endicott, indicates reasons business and industrial concerns give for not offering a job to applicants:

1. Poor personal appearance.
2. Overbearing know-it-all.
3. Inability to express self clearly: Poor voice, diction, grammar.
4. Lack of planning for career: No purpose or goals.
5. Lack of confidence and poise.
6. Lack of interest and enthusiasm.
7. Failure to participate in activities.
8. Overemphasis on money.
9. Poor scholastic record.
10. Unwilling to start at the bottom.
11. Makes excuses on unfavorable factors in records.
12. Lack of tact or courtesy
13. Lack of maturity.
14. Condemnation of past employers.
15. Lack of social understandings.
16. Marked dislike for school work.
17. Fails to look interviewer in the eye.
18. Indecision.
19. Friction with parents.
20. Sloppy application blank.
21. No interest in company or industry.
22. Emphasis on whom he/she knows.
23. Low moral standards.
24. Lazy.
25. Intolerant with strong prejudices.
26. Inability to take criticism.
27. Radical ideas.
28. Late to interview without good reason.
29. Failure to express appreciation for interviewer's time.
30. Asks no questions about the job.
31. Indefinite response to questions.

WAITING ROOM ETIQUETTE

Often you will be asked to wait when you go for an interview. Do not be annoyed by this but instead be patient and keep your composure. Use this waiting time constructively by preparing for the interview.

Go over in your mind your answers to problem questions so that you will be able to deliver them well in the interview. If there is literature about the company on display in the waiting room, it would be a good idea for you to read through some of it. This is a good idea for two reasons. First of all, you will look interested and enthusiastic about working for the company. Second, such reading will help you be informed and enthusiastic in the interview by providing some background for discussion of the company and the job.

Be friendly, respectful, and courteous with the receptionist and other employees. Be alert and responsive to questions they may ask you. Frequently they will be asked for or will offer their impressions of you.

INTERVIEW HINTS

1. Dress for the occasion. Keep in mind the position and the company; then dress accordingly. Be neat, clean and well-groomed.
2. Go alone and arrive a few minutes early.
3. Do not chew gum or smoke in the interview.
4. Don't get annoyed or restless while you wait. Watch what goes on around you. Be friendly, respectful and courteous with the office staff. Read some company literature.
5. Give your name distinctly when greeting the interviewer then listen carefully when the interviewer tells you his/her name and use it during the interview.
6. Don't sit down until asked. When seated, sit comfortably but erect.
7. Let the interviewer take the initiative. It is appropriate to offer your resume.
8. Be yourself (act natural). You are most comfortable and most skillful at being yourself. Interviewers will see through a gimmick.
9. Have good eye contact with the interviewer and listen carefully.
10. Smile frequently but don't grin all the time.
11. Speak clearly and avoid using slang expressions.

12. Do not criticize yourself or others, including your former employer, even if it is justified.
13. Demonstrate the ability to take constructive criticism in a mature way.
14. Do not beg for a job or be boastful, but do tell positive things about yourself and others in a straightforward, confident manner.
15. Do not contradict the interviewer.
16. Don't discuss personal problems.
17. Be specific when answering questions. Don't just say yes or no.
18. Do not exaggerate previous positions or salaries.
19. Be able to relate your qualifications and experiences to the job you are seeking. If you have never worked full-time before, relate your volunteer, extracurricular and part-time work experience.
20. Stress your strong points, be positive, enthusiastic and cooperative.
21. Ask questions about the company and show interest in the company.
22. Be concerned about what you can contribute. Let the interviewer know you are interested in being a productive worker.
23. Do not distract by fidgeting with a pen, keys, or other objects. Refrain from nervous mannerisms, such as rubbing your hands or face.
24. Do not touch anything on the interviewer's desk.
25. Show interest in the job for which you are applying. Do not say, "I'll take anything."
26. Volunteer important information you feel is being overlooked or minimized to your disadvantage.
27. Do not bring up the subject of salary or fringe benefits. This will be discussed by the interviewer <u>if</u> you get the job. You should decide beforehand how much you need to earn.
28. Know something about the business concerned, and during the interview ask something about it:
    a. Kinds of products and/or services it sells.
    b. Kinds of work available.
29. Leave promptly when the interviewer indicates the interview has ended.
30. Express appreciation for the interview. If you don't get the job, even if you get no encouragement, smile and be positive.
31. When leaving, thank the person in the front office who introduced you.

TYPICAL QUESTIONS ASKED IN JOB INTERVIEWS

1. Tell me about your last job.
2. What were your duties?
3. What skills or knowledge do you have that relates directly to this position?
4. What specific experience have you had?
5. Why do you think you would like this particular type of job?
6. What contribution can you make to this job?
7. What did you like best about your last job? What did you like least?
8. How were the people on your last job to get along with?
9. What types of people seem to "rub you in the wrong way?"
10. How do you react to criticism?
11. What are your future vocational plans?
12. In what school activities have you participated?
13. How do you spend your spare time? What are your hobbies?
14. In what type of position are you most interested?
15. Why do you think you might like to work for our company?
16. What jobs have you held? Why did you leave?
17. What course did you like best in school? Least? Why
18. What do you know about our company?
19. How much money do you expect to earn?
20. How did you rank in school?
21. Can you take instructions without feeling upset?
22. Can you get recommendations from previous employers?
23. Do you mind routine work?
24. What is your major weakness?
25. Would you be willing to work overtime?
26. What jobs have you enjoyed the most? The least? Why?
27. What have you learned from some of the jobs you held in the past?
28. What are your own special abilities and skills?
29. Do you prefer working with others or by yourself?

HOW TO RESPOND TO QUESTIONS ASKED IN A JOB INTERVIEW

1. In what type of position are you most interested?

   Express current interests--not what you are interested in for the future.

2. What jobs have you had? How did you obtain them? Why did you leave your last job?

   Be honest, but positive. You might say:
   "I left may last job for a more responsible position."
   or
   "I left my last job for greater challenges."
   If your references show you were fired, say you discussed the problem with your past employer and have corrected it. Always be honest during the interview.

3. What pay do you expect?

   It is best to know what the company pay range is for the position you want before your interview. If you do not know this range, ask what the company pay scale is for the position you want. Then say whether or not you would accept a wage within this range. Another response might be that you are open to negotiation.

4. Why do you want to work for our company?

   Obtain information about the company before your interview. Your efforts will allow you to sound interested and informed about this company. (Example: I have reviewed your company's products and sincerely believe that you manufacture the best copying machines available. You may also mention people you know who work for the company have commented on its good reputation.

5. How long do you expect to work?

   Try not to fix any leaving date to your answer. Leave it open as to how long you expect to work.

6. Tell me something about yourself. Why do you think we should hire you for this job?

   Tell about your educational background and work experience. Discuss skills, interests, and attitudes you have that make you the best choice for the job.

7. Have you had any serious illness or injury?

   If you have had a medical problem be prepared to show a clearance slip from your physician.

8. What are your weaknesses and what are your strengths?

   Mention your strengths first. This shows confidence and a positive attitude. Your list of strengths should be longer than the weaknesses. Modesty does not usually get the job. Possible strengths might be:
   "I work well with other people." or
   "I work well under pressure."
   One of your weaknesses can be turned into a possible strength. For instance:
   "I'm a perfectionist. I can't feel comfortable handing
   over a job that's less than the best I can do, even if it means working on it on my own time."

9. Do you have any questions about the company or job?

   Good questions will impress an employer. Asking well though-out questions shows your interest and enthusiasm for the company. Ask such questions as:
   "How do prospects look for the future?"
   "What are some of the company's new product lines?"

QUESTIONS TO ASK

Most people, including interviewers, take certain pride in their place of employment. It is pleasing and impressive to them when an interviewee knows something about the organization. The more the interviewee knows, the more impressive it is. Therefore, it's worth making an effort to find out such information as the kinds of products produced or services rendered, the size and type of organization, the progress they have shown, new directions taken, and the company's achievements. It is important to know the proper name of the employing organization and, whenever possible, the name of the interviewer.

Employers expect you to ask questions so be ready to ask meaningful questions about the company. Some questions you may wish to ask are:

1. Exactly what will I be expected to do on this job?
2. For whom would I be working?
3. What are the working hours?
4. What are my chances for advancement?
5. What do you look for in an employee?
6. What do you see in the future for this company?

CLOSING THE INTERVIEW

Sometimes an interviewer will offer you a job on the spot. If you are not sure you want the job, you should thank the interviewer for the offer and ask for time to think. Most employers will agree to this. But go into the interview prepared to make a quick decision if necessary.

In most cases, an interviewer will want to look at your file and interview others. In this case, you will probably be contacted later. Tell the interviewer you are very interested in this job and would be willing to give your best effort if you get it.

Be prepared for the interview to end on time in order not to encroach on someone else's time. If the interviewer chooses to prolong the interview, then it is appropriate, and the applicant should not appear anxious about it. As the interview ends, it is appropriate to thank the interviewer and be complimentary. One might say: "Thank you very much for the interview. I am very impressed by what you have told me about the job and your company. I surely hope I will be considered further for it."

After the Interview

After the interview, carefully evaluate what has taken place. If a different approach is needed or if modifications are in order, they can be incorporated into the next interview. In that way, even interviews which do not result in employment become positive learning experiences. Ask yourself these questions:

1. How did the interview go?

   --What points did I make that seemed to interest the employer?
   --Did I present my qualification well? Did I overlook any that are pertinent to the job?
   --Did I pass up clues to the best way to "sell" myself?
   --Did I learn all I need to know about the job? Or did I forget or hesitate to ask about factors that are important to me?
   --Did I talk too much? Too little?
   --Was I too tense?
   --Was I too aggressive? Not aggressive enough?

2. How can I improve my next interview?

FOLLOW-UP

To fail to take all the necessary steps in getting a job is like leaving out some of the ingredients in a recipe when cooking. The end result in both cases usually is a terrible flop.

The most neglected step in getting a job is the follow-up after the interview. Follow-up interviews with prospective employers thoroughly and persistently. Many times the job goes to the person who maintains contact with the employer after the interview. Check back with the company and let them know that you're still interested in working for them and that you would like to be considered.

How do You Follow Through On A Job Interview?

You can follow through in three ways.

1. By sending a follow-up letter.
2. By making a return visit.
3. By telephone call.

Whether you are hired for a job or not, you should always write a letter of appreciation to the person who interviewed you. This letter should be sent within one or two days of the interview. Thank the interviewer for talking with you. Tell the person you are interested in the job. Be enthusiastic about how impressed you are with the company.

Sometimes an interviewer may have asked you questions you could not answer during your interview. You should answer these questions in you letter of appreciation. You can also use your letter of appreciation to "sell" yourself a little more. List one or two of your good points. Tell the interviewer what you can do for his company. Report further information requested from you and offer to provide additional information if needed.

Outline of a Follow-up Letter After Initial Interview:

DATE

Interviewer's Name and Title
Company Name
Company Address
City, State Zip Code

Dear _____:

First Paragraph: Thank them for the interview and express appreciation for the courtesy or consideration extended to you. Remind them of the position for which you were interviewed and the date and place of the interview.

Second Paragraph: Reaffirm your interest in the position and organization. Mention anything you have done since the interview which demonstrates your interest in the opening (i.e., additional research on the employer, conversations with local representatives, etc.)

Third Paragraph: Submit any information you wish to add to your application. If he doesn't already have a copy of your resume, it can be sent with this letter. Express willingness to provide additional data if requested.

Final Paragraph: Close with a suggestion for further action, such as your availability for additional interviews at the employer's convenience.

Sincerely,

Your name

Thank You Letter Sample:

Dear _____

I wanted to express my thanks for the interview we had and tell you how I enjoyed our conversation today. The _____ job sounds very interesting.

I feel sure my skills and experience qualify me for this position. I am more enthusiastic than ever about the job you have open especially after meeting you and hearing more about your company.

I will call you in a few days to see if there is anything else you need in connection with my being favorably considered for the opening. Also, please feel free to contact me if you wish.

Sincerely,

By making a return visit or phone call, you can determine if a decision has been made about the job opening. Indicate that you are still very much interested in the job and in working for this particular company.

Reintroduce yourself

"Hello, Mrs. Newell. My name is John Kane. I interviewed with you last Wednesday for the job of sales clerk."

Add any additional thoughts you might not have covered when you interviewed

"I did not mention in our interview my other work experience at Wood's Stationery Store. I was in charge of maintaining the greeting card inventory."

Emphasize that you are still interested in the job

"Mrs. Newell, I was impressed with your business operation and its people. I am still interested in working for Jamesbury Department Store."

Find out if a hiring decision has been made

"Has a hiring decision been made for the position of sales clerk?" If a decision has been made and you did not get the job, ask the interviewer how you might have created a better impression. Information about how you might improve is valuable for future interviews. Make this a learning experience.

Thank the interviewer for seeing you and leave

"Thank you for your time. I will wait for an answer." Or if you did not get the job. . . . "Thank you for telling me how I might improve my interviewing skills."

Follow-up Record of Employer Contacts

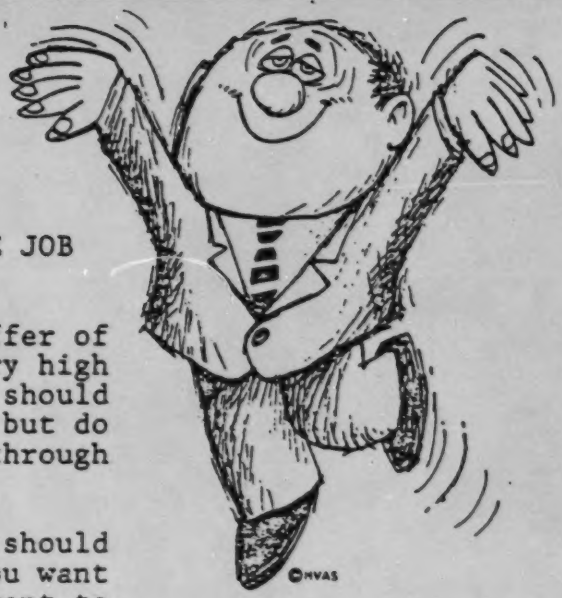
Develop an accurate system to keep track of appointments, contacts and responses for easy reference during your campaign and for use in future campaigns.

Contacts-- Name of Company: Recruiter:	Date	Date	Date	Date
Letter of Application/ Resume				
Interview				
Follow-up Letter				
Second Interview				
Follow-up Letter				
Job Offer Received				
Rejection Letter				

Cultivate contacts. If you're not hired after the first interview, check back again and again. Be persistent. Let your prospective employer know that you're really interested in that job.

You will need to be interviewed more than once in most cases. People not experienced in getting jobs more often than not do not recognize the importance of follow-up and fail in their efforts.

After the interviews are over, there will usually be two or three applicants who are equally qualified. All of them will make good employees. However, the selection may well be made on the applicant's show of interest in the job, and the job might be given to the person who follows through.



ACCEPTING THE JOB

When an employer makes an offer of employment he is paying you a very high complement and your first response should be to enthusiastically thank him, but do not accept until you think it through carefully.

Once an offer is made you should consider whether this is where you want to work and the conditions you want to work under. An employer making a job offer should usually specify how much you will be paid, where you will work, what hours and which days you will work, what duties you will be asked to perform and who your supervisor will be. If any of these things is not made clear, you should ask for clarification before you accept the offer.

It is also a very good practice to ask for a letter or other form of written verification of the conditions agreed upon so there will be no misunderstanding. However, if the employer has quite a casual working relationship with his employees, a written agreement might not be appropriate. In that case it would still be well to talk things over so a clear verbal understanding is reached.

TALKING DOLLARS AND CENTS

When an employer asks about salary, he would like to have some rather definite idea as to what the employee would be interested in accepting. Many applicants, upon being asked about salary, become ill at ease and do not know what to say. Some recommend that an applicant reply, "I would like to be paid at the going rate for someone with my ability and experience." In this way he is not downgrading his own services, nor is he putting a price on his services that the company cannot pay.

It is well to know in advance, if possible, what the pay range is for this kind of work for this employer. A Job Service Counselor may be able to tell you the going rate for comparable jobs. It is well to get in your mind the approximate hourly, daily, weekly, monthy and yearly pay scales that would be acceptable to you. That way you are prepared to answer if your future employer askes, "What pay you expected per month? _____, per week? _____, per hour? _____, per year? _____." It is not out of place to ask the employer what the company' pay scale is before making a commitment.

Frequently the employer will make an offer before asking for a response. It is perfectly appropriate to check to see if your work experience and training were considered before they decided on their offer. It is also good to ask about pay raises at the time the offer is made. A good rule of thumb is to thank the employer for the offer and then ask for time to think it over before giving your answer.

SUCCEEDING IN THE JOB

Starting Out

Your first day at work will be an exciting one. It represents your entrance into a new world. You will probably be told to report to a specific individual, such as the head of the personnel department or the supervisor in the department where you will work. You will have some sort of orientation period, whether it is with a group of new employees or completely by yourself. Policies probably will be explained to you. The work you are expected to do will usually be demonstrated to you.

Your supervisor will help you become familiar with your new surroundings, introduce you to other members of your department, and tell you what you are expected to do and how to do it.

Your first day on the job may be strange and confusing. You may come in contact with equipment you have never seen before. You may encounter many situations which are new to you. But remember that this is your first day and you are there to learn. Just being on the job for an eight-hour stretch while under a nervous, emotional, and physical strain will be exhausting at first, but with time this should subside, and even though the work may be taxing, the worker usually becomes conditioned in whatever ways are needed to cope.

Your supervisor knows the situation is strange, and he will judge you accordingly. Do not be discouraged. No doubt in the days ahead the work will become familiar. At the end of two or three weeks you will become familiar with surroundings and co-workers. You will feel like a veteran who has settled down to do a job with people who are friends.

When you begin your new job and are introduced to the workers around you, make an effort to remember their names. This is not easy. But when an employee recognizes that you remember his name, he will be pleased. Don't be ashamed to admit what you don't know about the operation of the business. You are not expected to know all the answers.

If you don't understand something, let the person who is informing you know. He will be willing to help. Your supervisor is there to help you learn how to do your work in the best way possible. If you do not ask questions, he will not know that you do not understand some part of your work.

Many times a company prepares literature to inform its people of rules and regulations. Study to learn what you need to know about the company.

Expect to start at the Bottom

Many times the newest employee becomes the gopher. This may mean carrying coffee or cokes to the rest of the workers, sharpening pencils, obtaining supplies, or running small errands. Accept the fact that the newest employee will be expected to perform such menial tasks at least for a time.

Most organizations have special jokes that are used on new employees. You may think such a trick, especially if played on you, is childish. Such actions should be taken with a sense of humor and enjoyed along with the other employees.

The new employee is tested to see how he will react when assigned certain tasks and how the employee gets along with others. If the worker causes bickering or refuses to do a job he considers beneath his dignity, he will generally not be given a job which carries more responsibility and pay.

You probably have known many students who delighted in showing off by refusing to do certain jobs, or by "telling off" the teacher. Such behavior will not be tolerated in business. When time is wasted, not only is the firm affected but the employees as well.

Rules in business are made for a definite purpose and are expected to be kept. Safety rules are an excellent example. Such rules are made for your protection as well as the protection of others.

Learn To Get Along With Others

One of the most important areas of concern will be getting along with others. The American Management Association says that over 80 percent of the people who are terminated from a job fail because of inability to get along with fellow employees. This includes both supervisors and co-workers.

Learn that a boss is not an enemy but a friend. If the right relationship is established, the supervisor can become an advocate, a confidante, a facilitator, a loyal supporter, and an emissary. The common approach is for the new employee to become privy to gossip and complaints made about the boss by the workers. This makes a delicate circumstance--trying to be loyal to the supervisor while attempting not to alienate the peers.

Sooner or later we discover that life is a mixture of good days and bad; victory and defeat; give and take. When we lose our tempers we usually lose. "Carrying a chip on the shoulder" is the easiest way to get into fights. The quickest way to become unpopular is to carry tales and gossip about others.

One young lady, having a heavy work load and feeling pressure to produce well in a new position, began to skip her rest breaks, even though the other workers invited her to go with them. She also declined their invitations to spend the lunch hour with them and she usually ate a sandwich at her desk while she continued to work. Hostile feelings quickly developed toward her from the others. Her boss began to receive negative feedback about her.

The young lady was wise enough to seek help and it was pointed out to her that the extra ten minutes of work she accomplished during each of the break periods was hardly worth the hard feelings caused by appearing to snub her fellow workers. In a sense, she was also making them feel guilty for taking their rightful breaks, because her actions said: "You go ahead on a break if you have to, but I don't need a break." Also, she missed an opportunity for personal interaction during the lunch hour.

The young lady began going with the others on breaks and to lunch. She also started sincerely asking their advice on certain matters and went out of her way to express admiration for their performances. When her workload was too heavy, she talked it over with her boss so adjustments could be made. Occasionally, she worked a few extra hours in the evening or on a Saturday when no one else was around. The results were pleasing to the boss, to her co-workers, and to herself.

Be thoughtful of others, show proper respect, be complimentary, be willing to admit your mistakes and be willing to apologize when in error. Be punctual, be willing to do more

than asked, be a good listener, learn to follow instructions, do not be critical or gossipy about others, be patient, understanding and tolerant of others. Show initiative without being pushy, be cheerful and friendly, be able to accept criticism gracefully and be a team worker.

There will be some failures along the way. Learn to take failures as well as successes in stride. Someone has said that success is picking yourself up one time more than you fall down. Succeeding on the job is a gradual process which takes a long time. Instant success is usually a storybook myth. Each day of work is another step on a long career journey. While a given job--especially at the entry level--is not always going to prove totally challenging and satisfying, it will be a valuable source of experience if used properly for that purpose.

The objective should be to excel on the job, whatever it may be. Do not be impatient and become quickly disenchanted with a job when you find routine kinds of duties attached to it. Any job has routine or undesirable elements. A mistake many young workers make is to job hop so often that they tend to always be placed in entry level work, which almost always lacks the challenge and excitement that more advanced jobs hold. Learn to stick with a job long enough to move to a higher level job; move laterally or upward to a more advanced level of opportunity rather than moving to yet another entry-level job.

Many people are as ambitious as we are and they have brains that are as good or better. Hard work, not cleverness, is the secret of success. Realize that the business could run perfectly without us. Learn not to worry if you do not make a big hit EVERY TIME; if you give your best. It is only through cooperative efforts that we move on to better things.

WAYS TO GET THE MOST OUT OF YOUR JOB

Be thoroughly aware when you start a job that you have a lot to learn, and it won't hurt you a bit to show that you're aware of the fact. This applies even if your job happens to be one in which you have authority over other people.

Every new worker on a job has the advantage of a period of being new. That's especially true on your first job. Seek information, advice, and help. If a worker offers help, fine. That is just what you need and want. But do not take too much time.

Newcomers on a job are often left to their own devices for periods simply because everyone is too busy. Find out what you are supposed to do and how to do it. Ask questions. Learn as soon as you can what your section does and why, who the people are in it and what they do, and where the work you've been hired to do fits into the scheme of things. Know who your supervisor is. Know the work rules: hours, sick leave, vacation time, breaks, and so on. Keeping an eye open for customs and traditions such as manner of dress.

An important habit is WORKING AT FULL CAPACITY. Give your job total attention all the time. Don't cut corners. No matter how simple your position may be, set high standards for your own performance. From the start be conscientious, reliable, cooperative, someone with strong initiative who needs no prodding, who lays out a task and carries it through to the end. Work is not always challenging or interesting. Often it is routine and much of it may be dull. The real challenge--is to learn how to do a routine job well and to improve yourself while doing it.

You will discover that the people around you have ambitions, jealousies, fears, hates, and pride. Learn how to get along with all kinds of people, and the sooner you master that the easier this job and any other job will be. Learn tact. Don't offend. Every individual, whatever his job or background, deserves respect and politeness. Any experienced worker can be helpful to you.

Don't try to win high regard through false flattery or by trying too hard to be a "nice guy." That kind of thing backfires. All you have to do is be cheerful and interested in the next person, willing to cooperate, glad to have cooperation and help, aware that he knows things you don't know. Don't be condescending to anyone. Don't give vent to anger. Don't play practical jokes.

Don't tell a fellow employee he is a fool, even with a smile. If you think he is wrong and must tell him, do so tactfully and in private if possible. Be quick and willing to give credit where it is due, but don't over-praise, and don't be falsely humble about your ideas. If you have one you feel sure is pretty good, speak out for it at the appropriate time. Beware of showing annoyance at criticism. Learn the use of friendly good humor.

Don't miss any chance to broaden your experience and your knowledge. Start with the company. If it puts out printed brochures, read them carefully. Read reports that are available to you. Ask fellow employees and your supervisor to tell you about the firm's history, products, markets, and organization. As much as you can without interfering with your regular assignment, tour the plant and see operations firsthand.

Be sure information you seek is the kind your are entitled to have. Don't probe for secrets. Don't cross-examine people about other people. You can learn most of what you need to know by showing alert interest and asking simple questions.

Remember you need to broaden your experience, too. So if you are given tasks that lie outside your normal duties, even if at a lower level, welcome the opportunity to extend your background. Keep alert for special training programs that may be available to company employees. Seize every chance to improve your ability to express yourself in writing or speaking. Observe the other employees closely. Why is one person more effective than another?

Begin to learn the delicate art of being supervised. This includes ability to accept directions and carry them out with no fuss and a minimum of checking back for clarification. It includes the ability to ask questions that are to the point and the ability to receive criticism and, on the basis of it, to improve.

Even if your boss seems to you to be unreasonably demanding, give him your cooperation. Pitch in if you're needed for extra work. Let him know how you're doing on the tasks he assigns you.

If he is too busy to watch you, don't duck out or loaf. Figure out what he would want you to do and do it. The more you anticipate his wants and needs, the more useful you are to him and the company, and, of course, the better his impression of you.

Don't take personal problems to your boss. Don't flatter him. But do let him know you are sincerely interested in learning from him and welcome his criticisms and advice.

Don't bypass your supervisor. If another supervisor gives you something to do, be sure yours knows about it. Never criticize your boss to a fellow employee and certainly not to his boss. If you don't like him, or just can't get along with him and are quite sure it is not your fault, try to get a change of positions. Don't impose on him, and beware of becoming too familiar.

Be straightforward, clear, and concise when you talk business, request instructions, or make suggestions. Don't go to see him merely to draw attention to yourself; have a legitimate reason. Remember every supervisor has won--or believes that he has won--his position through merit. No matter how low he may be in the hierarchy, respect him and accept his command willingly.

Your job will probably fall below your ambitions. You may have most of the duties mastered within a few months and find yourself bored and anxious to move on to something better. When restlessness begins to show, be careful. You can do yourself harm by moving too fast too soon. Here are some reasons:

Your boss has invested time and money in hiring and training you and should have a chance to get a fair return. More than likely you have not really learned all you could on this job if you've been in it only a short time. Fellow employees resent someone who only is interested in the next jump.

The best way to get ahead is to do the job you are on well, and so much more than is required of you your superiors can't help but notice. Give them a chance to promote you of their own accord.

How Are You Doing?

Get into the habit of taking stock of yourself periodically. Here are some things to check on:

* Are you sure you fully understand what you are supposed to do? List the elements of your job.

* If someone else were doing your work exactly as you do it, how would you rate him? How do you think your boss rates you?

* What about your relations with fellow workers? Do they like you? Respect you?

* Have you been learning all the job has to teach you? Are you doing better? Do you know more than you did at the start?

* Which of your weak points will you have to strengthen?

Ask your boss occasionally how you're doing. Don't expect it too often. But your desire to know what he thinks of your work is an important indication of how much interest you have in the job.

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EMPLOYER-EMPLOYEE RELATIONS

What Does My Employer Expect of Me?

If a person wants to get along with the boss, it is going to help a great deal if he has some idea of what employers expect of their employees. Of course, different employers may emphasize different things, but a number of things are common wishes of employers.

A Full Day's Work For A Full Day's Pay

If your employer pays you for four hours of work and you have only worked three because you have spent too much time talking, or on breaks, or making personal telephone calls, aren't you being dishonest? Aren't you actually cheating your employer? It is just as dishonest as only getting four gallons of gas when you paid for five. If your employer clocked you for your actual working time, how much would you have earned? Your whole pay check? Or only part?

Your employer pays you for the hours you work in his place of business, and it is your responsibility to work during those hours. You cannot make any money for the business by loafing, and if you have time to waste, the company will probably decide they can get along without you. A full day's work for a full day's pay is important to your success and the success of the firm that employs you.

You may ask, "Just how long should my rest break be?" "How long can I talk on the phone to a friend?" A good rule would be to consult your co-workers, particularly those who have worked for your employer a long time and have proven themselves to be worthy employees. Another wise policy would be to avoid taking liberties such as personal phone calls until you know what is and what is not allowed. After you have established yourself as a trustworthy employee you undoubtedly will have certain liberties. They will be earned ones.

Adherence To Employer's Rules, Regulations, Policies, and Orders

Rules and policies are developed for very good reasons, and a beginning worker should seldom question them. If you are interested enough to learn more about the business than just your own job, you will probably discover the reasons behind the policies which you think seem foolish or unnecessary.

This advice is not meant to imply that some policies and regulations cannot be improved upon. New employees can often think of sound ways in which to improve established rules and policies. But usually these ideas are a result of studying existing regulations. Avoid taking shortcuts or installing your own "new system" without first getting approval from your superiors. What you believe to be an improvement on your job might create a hardship on some other phase of your employer's business.

Proper Care Of Employer's Tools, Materials, Equipment, and Supplies

Tools, equipment, materials, and supplies represent money to the employer. Actually, the breaking of a tool through carelessness or the wasting of supplies unnecessarily is the equivalent of taking cash from your employer's register and throwing it away. If a tool is broken, the employer must pay hard-earned money for a new one, and he suffers real loss when supplies such as paper and pencils are wantonly used.

Maybe you haven't thought of these things as representing money, but your employer does and must if he is managing his business properly. Therefore, if you want to get along with the owners, show respect for the cost of materials, equipment, and supplies.

Good Judgment In Handling Confidential Company Information

Often work assigned to you may not be marked "Confidential" but in reality it is. As an employee you are not always in a position to judge the importance of the knowledge you possess. Stay on the safe side; make it a rule never to discuss company business, even with other employees in the same firm.

Respect For Superiors On The Job

Respect involves much more than just saying "Yes, Sir" and "No, Sir." Probably the most important respect you owe your employer or supervisor is to give him your undivided attention when you are being spoken to or when you are receiving orders. Your employer likes to have some indication that you have heard what he has told you. Listen carefully, making mental notes. If the order is brief and relatively simple, you could say, "I'll take care of it right away," or some other courteous reply. If

the instructions are longer and more complicated, repeat them back to be sure you understand. If you are usually given instructions on a number of things which must be done at one time, it is a good idea to carry a notebook and make written notes. Above all, indicate that you have heard the orders and have understood them.

Some supervisors or employers prefer to be called by their first names, but when you start a new job, be slow to fall into the practice. Remember when you hear older employees addressing the person by his first name that they have known him for a long time. He might consider your doing so as showing undue familiarity and lack of respect. It is best to continue to address him by his last name until he indicates that you may do otherwise.

There may be times when your employer or supervisors do or say things you resent. In some places of business the use of profanity is not uncommon, even among those in positions of influence and leadership. If this rubs you the wrong way, try not to let your feelings interfere with giving these business associates their due respect.

Use Of Initiative On Routine Jobs

Once your pattern of duties has been established, don't wait to be told to do the routine jobs--go ahead and do them. Bosses don't like to have to tell you to do everything.

When you think your work is done, look around. There are probably more things you could be doing. Remember what you should be doing.

Promptness In Reporting For Work

A good practice is to arrive earlier than you are expected to start work. That way if something unexpected detains you enroute, you will probably still be on time. You will also discover that if you arrive early you frequently will be able to greet and visit with others as they arrive before it is time to start work. Being there sooner than you had to be there will give you a head start and give you a feeling of confidence and efficiency. Sooner or later your supervisor will notice it and appreciate it.

The same principles and benefits mentioned in relation to an early arrival apply to staying a bit past quitting time and give both you and your employer the feeling you are willing to do more than just what you are required.

Regular Attendance On The Job

Calling your employer is one the most important things you must do when illness, death in the family, or an unavoidable situation forces you to be absent from work. Failure to perform this act of courtesy is inexcusable. If at all possible, call personally as soon as you are sure that you cannot go to work.

However, the mere fact that you called your employer does not justify an avoidable absence. Your absence means that someone else must do your work. The work probably will not be as well done. Other employees may become perturbed because they have to take time from their jobs to do your work--in addition to their own. This upsets the normal course of business. If you were not needed you would not have been hired--so try to be at work.

No one should be at work who is really sick. On the other hand, do not stay home just because you feel a little out of sorts. Many frequently absent employees do not like their jobs. It is easier to be sick when you do not want to go to work in the first place.

If you are going to be "sick," try not to make it on Fridays or Mondays. Employers look upon such absentee employees as "three-day weekenders." Of course there will be times when you are indeed sick on a Monday or a Friday. However, repeated absences on those days will look very suspicious in the eyes of your supervisor.

Good Personal Appearance

A firm is judged by the appearance of the people working for it. It is important that you be clean and neatly dressed, whether you are doing rough work or are in the public eye as a representative of the company. If you are in doubt about how to dress for the job, ask your supervisor or observe other employees. A key word in relation to dress is "appropriate."

Loyalty

If you have loyalty to your company, you will be "for" the firm, whether you are speaking to other employees or someone outside the business. This means you should keep your employer's interests in mind, speak well of the company to others, keep minor troubles within the store, office, or plant, and keep confidential business matters absolutely private. With a few ill-chosen remarks you might destroy favorable opinion about the company.

Getting Along With Other People

The most important single quality a worker should have is getting along with other people. Most employers will regard your getting along with other workers and with customers as a necessity. Many employers like to regard their company as "one big happy team." Learn to fit in.

What The Employer Wants In A Worker

A worker

1. who likes his job
2. who knows his job
3. who keeps himself fit
4. who wants to do a day's work for a day's pay
5. who wants to get ahead
6. who is always on the job unless excused
7. who is cheerful
8. who works safely, with due consideration for himself and his fellow worker
9. who enjoys a job well done
10. who avoids waste and tries to cut costs
11. who looks for a better way to do the job
12. who tells the truth; who is sincere
13. who gripes little
14. who keeps a spirit of teamwork
15. who asks questions when he needs help
16. who is willing to face his problems squarely
17. who feels that his job is a privilege--not a right
18. who is sensitive to others.

What May You Expect Of Your Employer?

A. Work and Wages

Your employer pays you wages for the work that you do. Your wage will be largely determined by state and federal minimum wage laws, the "going" rate of pay for your particular job in your community, union-negotiated contracts, and your ability to perform as a worker.

B. Safe Working Conditions

Your employer should not expect you to do hazardous jobs nor put you in a dangerous situation. Exercise care on the job, it is possible to hurt yourself in almost any type of work if you are careless.

C. Employer Responsibilities

Your employer usually pays half the amount being contributed to social security in your name, contributes to worker's compensation for your protection, and sometimes provides special insurance and hospitalization plans.

A considerate employer will see that you know what the company rules are, introduce you to fellow employees, and keep you informed about changes that will affect you. If he finds it necessary to criticize your work, he will talk to you privately and in a constructive manner.
If you are a good employee, your boss will be as anxious to keep your favor as you are to keep his. And you have a right to expect honesty and loyalty from your employer the same as he expects if from you.

If the employer does not live up to these expectations, in some cases these "rights" are enforceable by law. This is true of minimum wage, social security, and workman's compensation. However, if it becomes necessary to call upon the law to enforce your rights against your employer, you had better look for another job, because your chances of future promotion in this firm are poor. Once you are in serious difficulty with management you probably will not advance from your present position. Even though you "win" the fight, you may lose in the long run.

If you find yourself at odds with your boss, remember it is better to cooperate than to antagonize. This does not mean that you should give in meekly. Just bear in mind that most of us are more willing to do things for the person who asks for them in a pleasant manner.

How To Keep Your Job

1. Always be on time for work.
2. Don't take more than the correct amount of time for lunch or the rest periods.
3. Keep yourself neat and clean.
4. Be willing to learn.
5. Be willing to work hard.
6. Keep your desk, tools, or locker clean and neat.
7. Don't gossip or be a troublemaker.
8. Don't be dishonest or cheat.
9. Don't be careless or lazy.
10. Follow the rules of the company.
11. Use good manners at all times.
12. Try to be cheerful and helpful.

Stress and Tension

Tension results from stress. No one can really escape tension. The trouble comes when the individual can't cool down, when blood pressure stays high and muscles remain cramped, even though the threat or tension-building situation ends. The affected person is on edge. Tensions persisting on a high level are harmful.

Tension Danger Signals

1. You are chronically tired.
2. You catch yourself gritting your teeth, clenching your fists, or clamping your jaw or lips.
3. You are swamped by work piled up but you cannot decide where to begin.
4. You become furious at inanimate objects--a missing pen or a car that won't start.
5. You have nervous habits, such as nail-biting, or jerky movements.
6. You show irritation over petty things and feel neglected or left out.

Preventing Tensions

1. Become aware of your own strengths and weaknesses and your limits.
2. From time to time relax or stretch.
3. Evaluate your priorities and change your routine to meet your needs.
4. Visit friends frequently.
5. Try to identify the cause of your fatigue. Physical activity is an excellent release from pent-up tension. You'll probably feel "too tired" to exercise, but you will feel better after exerting yourself.
6. Recognize your personal danger signals. Build leisure time into your schedule.
7. Eat a balanced diet.
8. Get enough sleep to be at your best.

Upgrading the Job

Job upgrading is a process that continues throughout most of our working lives. It consists of seeking better pay, better working conditions, more interesting work, more rewarding work in terms of intellectual or physical challenge.

If you've been successfully employed for a while, why not think about upgrading your present job? Jot down things you can do to upgrade your job.

For Example:

Get on-the-job training
Take courses that relate
Ask boss about better opportunities
Watch for better jobs
Check with friends, neighbors
Ask help from professionals

The person who gets ahead is the one who does more than necessary and keeps on doing it.

How To Be Promoted

Things often considered by employers in deciding who shall be promoted are:

1. SENIORITY

   Most companies take seniority into consideration when making promotions, but do not necessarily give employees promotions simply because they have been with the company a long time.

2. KNOWLEDGE OF THE JOB

   If you know your present job well, the employer may assume you will be able to learn to do a more responsible job.

3. QUALITY OF WORK

   If your work is done very well on the job you are now doing, the employer may reasonably expect you to perform well in another job with more responsibility.

4. QUANTITY OF WORK

   You will be checked to see if you turn out greater than an average amount of work.

5. INITIATIVE

   Do you look around and see what needs to be done and then go ahead and do it without being told?

6. PERSEVERANCE

   Once you begin a task, do you carry it through to completion? Can you stick to a task or project until it is completed, even if is boring or tiresome?

7. COOPERATIVENESS

   Promotion requires getting along with employers, supervisors, and co-workers.

8. ABILITY TO THINK

The new position may require you to make decisions. Can you consider new situations and come up with the right answer most of the time?

9. ADAPTABILITY

Can you learn to do many kinds of tasks? Are you willing to do things other than those for which you were originally hired? Occasionally the workload will change and you may be asked to help out in another department. If you are adaptable, you are a more valuable employee than the person who feels he should only do those things for which he was initially responsible.

10. ADEQUACY OF TRAINING

Have you had enough training or should you be left in your present position longer?

CHANGING JOBS

Getting a job is important, but so is leaving one. End your employment in a positive and mature way. You should not feel you are doing the wrong thing by leaving. The average person will have six or seven different jobs over a lifetime. Eventually everyone leaves a job. Some people quit to take better jobs, others quit to go into another field.

Your job represents a large portion of your daily life, so it is important to feel good about what you are doing. People have many reasons for leaving an employer. Some common reasons for leaving an employer are:

1. You have found another job that shows more promise.
2. You no longer feel the work you are doing is satisfying.
3. You wish to make a career change.
4. You are laid off.
5. You are fired.

Regardless of your reason, never let leaving become a negative issue.

Do not change jobs unless there is a very good reason to do so. You do not want to acquire a reputation as a "Job Jumper." This will damage your reputation as a dependable and desirable employee.

However, if the job you now have does not lead to the kind of future you want, or if you are working in a really intolerable situation--and feel that a change of jobs is a must--then consider ways to better your employment situation. If a change seems wise, look around and make this move when you find the right opportunity.

Some advantages of making a job change are:

--You can start out with a clean slate.
--Your present top salary can become the base salary on a new job.
--You might have more of a chance for advancement.
--You might find new opportunities for learning.

Some disadvantages of making a job change are:

--You might become known as a "Job Jumper."
--You might lose job tenure.
--You might lose seniority rights.
--You might have to make new adjustments.

If you wish to leave a job because you are unhappy in it, think carefully about your future before you stalk off the job in a huff or in any way leave a bad impression with your employer. You may need to use him as a reference or you may need to seek work with him in the future. It is best not to burn your bridges behind you.

Before making a change to another job, you should always ponder the change in relation to long-range as well as immediate objectives Will this change provide progress in the direction of kinds of opportunities you eventually want? When contemplating a change, a good general rule to follow is that the switch should be finalized and the final commitment to the new employer made only after talking to your present employer. If the worker has been effective in the job, often the current employer is willing to make favorable adjustments in salary and duties in order to retain the good worker.

When you want to make a job change, company policy for leaving should always be followed. You should be aware that there are proper procedures--you don't simply fail to show up when you've decided to quite. The first rule in leaving a job is: Don't quit one job before you definitely have another. Do your best to check out all appropriate opportunities.

Give a two to three week notice so your employer won't be left short when you leave. This gives your employer time to hire and train someone else for your job. Your employer will appreciate an offer to help train your replacement and will most likely remember your spirit of cooperation when writing a reference letter or commenting about you.

Before telling your employer that you are going to leave, list positive things you have learned from your job. Think hard!

Your experience may have taught you many new job skills. Your job may have also taught you attitude skills such as:

--getting along with people
--following orders
--being responsible
--being dependable
--being loyal
--being able to work under pressure

Having positive ideas in mind about the job when you go to talk to the boss about leaving will enable you to reinforce to him your gratitude for the experience you have had. Try to always leave a job with a good feeling between you and the employer.

When giving notice, first tell your employer orally, then write or type a note stating when you are leaving and a brief reason why. Inform your employer about your leaving before you tell your friends. When you tell your employer you are leaving, be positive concerning your decision. Thank him for the good experience you have had, for past favors and your professional growth. Recognize and evaluate the benefits you have gained. Get a good personal reference for your next job.

The resignation letter from you should state:

1. The date you wish to leave.
2. Your reason(s) for leaving.
3. Thanks for the skills you have learned.
4. Your appreciation of the people with whom you have worked.

Sample Resignation Letter

3567 Maple Road
Pleasanton, CA 34566
June 10, 19--

Mr. Robert Smith
Director of Personnel
ACME Corporation
3826 Industrial Circle
Pleasanton, CA 34566

Dear Mr. Smith:

Please accept this letter as notice of my resignation to become effective July 10, 19--.

I have accepted a position with Jones Computer Service, and I am to report for work on July 1, 19--.

I would like to thank ACME Corporation for giving me the opportunity to learn new and useful skills. Your training program has been especially helpful.

It has been a pleasure to have worked for ACME Corporation. I will always be proud to have been associated with such a fine company.

Sincerely,

Julie Kelley

Reference Letter

A reference letter contains statements about your character, abilities, skills, and attitudes. Sometimes employers will ask you to write your own reference letter; then they will sign it. Don't pass up this opportunity to present the best side of yourself. A reference letter is important. A sample reference letter is displayed below.

July 19, 19--

Mr. Ron Little
Personnel Manager
Middleton Manufacturing Co.
33 Maple Circle
Middleton, CA 33452

Dear Mr. Little:

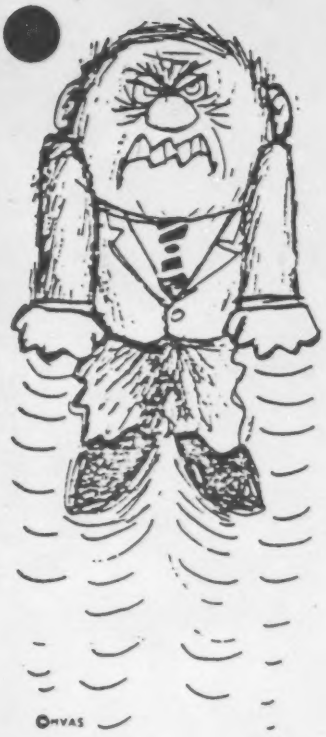
I have known Tina Collier as an employee with Johnson Appliance Company for the past three years. As a line supervisor, she has displayed many excellent leadership and management skills. She is very responsible and gets along well with her co-workers.

I would highly recommend Tina for a job with your manufacturing establishment.

Sincerely,

Charles Street
Plant Manager

CS/jk



IF YOU ARE LAID OFF OR FIRED

"Laid-off" means to be out of work through no fault of your own. Many times a general lay-off is temporary.

If you are laid off, you have two choices: wait until your job opens again, or get another job. If you decide to wait until your job reopens, find out what your chances are for being taken back. If you decide to try for another job, ask your employer for a reference letter. This letter could help you during your next interview.

If you are one of the last employees hired by the company, you may be one of the first to be "laid off." When this happens, you are not really "fired." Loss of the job was not due to your being an unsatisfactory employee.

GETTING FIRED

If your boss feels you are unsatisfactory in your performance or in your ability to work well, you may be fired! If you are wise, you will think about what happened and how you could have prevented it. Learn from your mistakes. If you place all the blame on your employer, you won't learn much. If you can see what you did wrong you will be more able to avoid being fired from another job.

Being terminated is a serious matter. As a reaction to this unpleasant experience, your self-image and confidence may suffer for a time, but it is certainly not the end of your working career! It is important to learn something from this negative experience!

When you are fired from a job, there are some things you should do about the situation. Your best approach is not to make excuses. Ask your employer to explain the reasons for releasing you. Carefully examine these reasons and then consider changing certain work habits and attitudes in order to meet the expectations of another employer.

Now the question is, "Should I mention being fired on an employment application blank or during future interviews?" You are the only one who can answer this question. Revealing your firing to possible employers might not be in your best interests. Many individuals who have been fired simply say they are making a career change or seeking other employment. In most cases, this type of positive comment satisfies the question, "Why did you leave your last job?"

In the course of checking your references, an interviewer may find out that you were fired from your last job and ask for an explanation. If this embarrassing question arises, handle it calmly. State that you discussed the problem issues with your past employer and have corrected those problems which could have a bearing on future employment. Add that because of what you learned from being fired, you are now prepared to be a better employee. Your next employer may be willing to give you a chance if you are sincere.

A Teacher's Guide for

GETTING AND KEEPING A JOB

A PRACTICAL GUIDE FOR STUDENTS

DRAFT

Sponsored by the Utah State
Office of Education

1983

GETTING AND KEEPING A JOB

A Practical Guide for Students

UTAH STATE OFFICE OF EDUCATION

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Office of Vocational Education

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Lynn Jensen, Specialist, Career Education
and Vocational Guidance

by

Dr. Elwood Peterson, Ph.D.

March, 1983

PURPOSE OF THE GETTING AND KEEPING A JOB GUIDE

Sooner or later nearly everyone is confronted with the need to find a job. All those who already have employment plus all those who eventually become employed will be faced with the heady challenges of succeeding on the job. This guidebook give practical help for both the finders and the keepers groups in the job market.

It is intended for high school and post high students, but the material is of such a nature that it should prove useful to any job seeker or anyone currently employed who desires to enhance his or her chances for succeeding on the job.

The material is presented so it is directly applicable for the reader without further explanation or instruction. The book's content provides both food for though and practical exercises to complete, digest and then apply in practical situations.

Because there are thought provoking ideas, practical exercises and suggestions for active applications in work world settings, the book lends itself to use by teachers in the classroom. It is also an excellent aid to counselors for use in groups or with individuals in one-on-one situations.

The teacher or counselor should be careful not to allow students or their parents to transfer the responsibility of getting and keeping a job from where it belongs--with the students. This guide provides helpful materials to give students so they know what to do to assume their own responsibility.

Exercises or activities in various parts of the book lend themselves to specific assignments to be completed by students under the direction of a teacher or counselor. A sequential guide to these proposed assignments follows.

A TEACHER'S GUIDE FOR GETTING AND KEEPING A JOB

A Practical Guide for Students

TABLE OF CONTENTS

Purpose of the Getting and Keeping a Job Guide. . . 1

Where to get Further Information. 6

Looking At Your Qualifications

Before going out to look for a job a person should have a clear idea of personal qualifications. A list of questions about self understanding is given on pages 3 and 4.

Personal Inventory

Preliminary to job interviewing or writing a resume, it is useful to prepare a personal inventory. Directions for writing a personal inventory are given on pages 4 and 5.

What Do You Want In A Job

Rather than just taking any job which might be available, a person should first consider the kind of job he/she would like to have. To determine this, guides are given on pages 7 and 8 on who to talk to and what to consider before making a decision.

Where to Look For Jobs

Skillful use of resources takes a lot of the pain out of looking for a job for the candidate and also take stress off the teacher or counselor. Students can be assigned to use some of the listed resources as well as come up with others of their own. See pages 9-13.

Methods For Getting A Job

After studying over the methods for getting a job on pages 14-16, students can decide on the method they wish to use to plan their own personal job hunting campaign. While discussion is desirable and similar approaches are appropriate for several students, each person should recognize that a personalized approach is urgent and each should pick his/her own best style.

Dress For Success

Some claim that appropriate dress is the single most important factor in success on the job. Experts agree that it is a crucial factor. Students need to learn to understand what is and is not appropriate in both dress and grooming in applying for jobs, as well as on the job. Discussion, illustrations and use of examples by the students are useful tools in this process. See pages 17 and 18.

Application Forms

A sample application form is provided in the book on pages 20-22. It would be an effective class activity or take-home assignment to have students complete the form and then discuss it.

Letter Of Application

The letter of application could be a good in-class project or once again a take-home assignment. It is important that the completed letter be typewritten. Directions and a sample letter are provided on pages 27-29.

Personal Resume

Drawing from a previously prepared personal inventory will make writing a resume much easier. It is crucial that a resume be checked for spelling and grammar as well as content in order to be an effective job hunting tool. Directions as well as a sample resume are contained on pages 30-33.

The Job Interview

The job is almost always won or lost in the job interview. The prospect of a face-to-face confrontation in a job interview is often a terrifying ordeal to contemplate for an inexperienced job hunter. Because of its importance, considerable coverage has been given in the book to job interviewing. It is urged that careful discussions be

conducted on the material. Practice interviewing is of great help in developing this skill as well as relieving anxiety. Practice interviewing lends itself very comfortably to a classroom setting. The ideal procedure is to videotape students in practice interviews and then to individually review each student's effort. However, many other variations are possible such as students pairing off and taking turns in interviewer and interviewee roles, having an actual employer demonstrate an interview to the class or having students do interview demonstrations. See pages 24-45.

Follow-up

Students will fail to recognize that more often than not it will take more than a single interview to get the job. Nearly all of them will fail to use proper follow through methods unless coached on this crucial skill. See pages 46-49.

Accepting The Job

There are things to consider when accepting employment such as working conditions, wages, duties and hours. A discussion of clarification, negotiation, and verbal and written agreements would be helpful to new workers. See pages 50-51.

Succeeding In The Job

Getting a job is one thing, but keeping and succeeding in the job is often quite another matter. Abilities such as learning to take instructions, relating to the boss and co-workers, and how to handle stress are discussed in this section. Self evaluation exercises are provided which could be useful to administer.

Because this often neglected area of succeeding on the job is of such great importance, it would be well to devote considerable time to it with your students. A useful activity would be to have one or more employers visit the class and discuss their expectations and policies with employees. It is good experience for students to see that employers are people. See pages 52-67.

How To Be Promoted

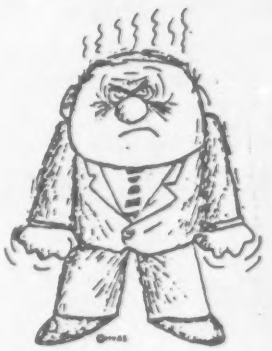
Promotions may just happen but students should learn there is a great deal they can do to make it happen through their own efforts. Page 68.

Changing Jobs

Students should learn that changing jobs can be a positive experience for not only the employee but also both the old and new employers as well. The chances of this happening are considerably enhanced, of course, if proper procedures are followed. Students may benefit by being assigned to write a resignation letter as well as a reference letter as illustrated on pages 70-74.

If You Are Laid Off Or Fired

Losing a job can be a very traumatic experience. While it is hoped students will not have this happen, it was felt it would be best to address this topic so they will be prepared to handle this situationin the most effective way, should it occur. A frank discussion which allows for reactions on the part of the students as well as alternative ways to proceed will be aided by the material on pages 75-76.



WHERE TO GO TO GET FURTHER INFORMATION

The following publications are a selected sample from the extremely ample supply of books, exercises, audio-visual presentations and games available on finding a fob and succeeding on the job. Letters of inquiry will result in additional descriptive literature being sent.

BOOKS

Berlye, Milton K., Your Career in the World of Work, The Bobbs-Merrill Company, Inc., 1981, 388 pp. Essentials necessary to planning a well-rounded career and the means for securing the job in that career are brought together. Emphasis is given to use of the material in the school curriculum. A rather comprehensive coverage is given to topics not covered in many other books such as opening your own business, money management, consumer credit, banking, and buying a home.

Blackledge, Walter L., et al, The Job You Want--How To Get It, South-Western Publishing Co., Palo Alto, California, 1975, 92 pp. Well pitched for use in high shool setting, this workbook is filled with practical anecdotes and exercises. The pacing is good and the material is easily read. It progresses from goal setting to the first day on the job. The content is so interspersed with the exercises, however, it is almost necessary to do the exercises for full benefit.

Bolles, Richard N, What Color is your Parachute, Ten Speed Press, Berkeley, California, 1981. Successful job hunters were interviewed by the author and he has attempted to distill their successes into four principles including: "keeping at it," knowing what you want, deciding where you want to work, and discovering who has power to hire you and showing them how your skills can help them. This best seller is filled with practical aggressive methods to get the job of your choice.

Bolles, Richard N. and Victoria B. Zenoff, The Quick Job-Hunting Map, Ten Speed Press, Berkeley, California, 1980, 23 pp. A brief approach to application of principles covered in detail in the book What Color is Your Parachute.

The Catalyst Staff, Making the Most of Your First Job, A realistic and thorough book for women who want to minimize first-job anxiety and learn to cope effectively with the business world.

Donaho, Melvin W. and John L. Meyers, How to Get the Job You Want, Prentice-Hall, Englewood Cliffs, New Jersey, 1976, 175 pp. The content of this book centers on careful preparation of letters of application, writing professional resumes, and preparation and follow-up stages of employment interviewing.

Educational Staff of EDN Corporation, Getting Hired, Getting a Job, Career Planning Workshop, EDN Corporation, Jenkintown, Pennsylvania. A series of three booklets plus accompanying brief counselor guides. The material is very hands-on oriented with more writing and completing exercises than reading. An easy-to-follow set of materials with clearly stated objectives and suggested resources.

Gootnick, David, Getting a Better Job, McGraw-Hill, San Francisco California, 1978, 265 pp. A practical how-to- do-it manual on preparing winning job compaigns, resumes and letters, and taking effective job interviews.

Grice, Charles R. Jr., 15 Tips on Handling Interviews, Career Publishing, Inc, Orange, California, 12 pp. Concise but comprehensive information on how to succeed at job interviews from preparation to follow-up.

Grones, Freda, 15 Tips on Writing Resumes, Career Publishing, Inc., Orange, California, 20 pp. High-lighting Skills and Work Experience, education and interests, how to exclude the negative, and format and style.

Heschong, Naomi H., Get The Job You Want, Barron's Educational Series, Inc., Woodbury, New York, 1978, 93 pp. The author says this is not a book but rather a work manual. Seven action steps are given including: self discovery, jobs you want to do, conducting a search of job possibilities, determining where you want to work, the portfolio, the resume and cover letter, and the interview.

Irish, Richard K., Go Hire Yourself and Employer, Anchor Press/ Doubleday, Garden City, New Jersey, 1978, 223 pp. The theme of the book is how to become competent in the job hunt and how to make that competence carry over on the job. The thrust is to ideatify contributions you can make to employers and to act on that information. The point is to make the applicant self-aware, confident, poised, and prepared to hire himself an employer.

Jeffers, Susan J. and Ellen F. Carr, How To Find a Job: A Beginner's Handbook, Career Publishing, Inc., Orange, California, 30 pp. First necessary steps. "Help for Your Hangups," "Role Play with friend," "Be Yourself."

Jeffers, William R., Selling Yourself, The Way to A Better Job, Prentice Hall, Englewood Cliffs, New Jersey, 1979, 247 pp. Whether you're ready for a job change or just entering the job market, this book offers practical tips that can help find the next job. It includes guides on taking a self-inventory, job hunting mistakes, getting leads, interviewing and follow-up, resume and letter writing, and keeping the job.

Kaufman, William L., 1001 Top Jobs for High School Graduates, Bantam Books, New York, New York, 1965. Every job listed or described in this book was compiled and checked in consultation with leading occupational authorities. The book is quite old but the general information still sparks ideas on where to look for jobs. The pay information is obsolete.

Kenneke, Larry J., Career Development Activities, Howard W. Sams and Co., New York, 1973. Sections 9 and 10 have good material on getting a job and holding a job.

Kushner, John A., How to Find and Apply for a Job, South-Western Publishing Co., Cincinnati, Ohio.

Lamey, Elizabeth, How To Get A Job And Keep It, Career Publishing, Inc. Orange, California, 18 pages. Helpful and easy-to-read booklet. It gives exact guidelines for analyzing job potential and specific instructions to help the job seeker get the right job. Questions such as "How can I get off to a good start? When Should I ask questions? How can I increase my efficiency?" are asked.

Lathrop, Richard, Who's Hiring Who, Ten Speed Press, Berkeley, California, 1980, 264 pp. The author reports that in follow-up research readers of this book claim to get more job offers, higher pay offers and take less time to find a job when they follow the book's suggestions. The book exploeres the job market, conducts a self-inventory, teaches how to make a qualifications brief, write effective letters, be effective in interviews, and negotiate salary and other benefits.

Liston, Robert, On the Job Training and Where to Get It, Julian Messner, New York, 1976, 181 pp. The purpose of this book is to describe training opportunities available to high school graduates. It seeks to describe types of training offered and to reveal how to qualify for that training.

Mangum, Garth L, et al, Your Child's Career, Olympus Publishing Co., 1977, 306 pp. Chapter 11 provides guidelines for parents on how to assist their children in getting and keeping a job. This is useful for involving parents along with the school in this process.

Marshall, Austin, How to Get a Better Job, Hawthorn Books, Inc., New York, New York, 1976, 256 pp. This is the official book of The Job Services Center of The Advertising Club of New York. They use this book as a companion guide for their job-finding forums and they offer to help interested parties to set up their own torum for job finding by writing to: The Chairman, The Job Services Center, Advertising Club of New York, 23 Park Avenue, New York, NY, 10016

McDaniels, Carl, Finding Your First Job, Houghton Mifflin Company. A down-to-earth job-hunting guide for the young person seeking a first full-time job. This workbook guides the novice job hunter through the whole employment process from initially assessing the job market to growth and re-evaluation on the job. The workbook is accompanied by Leader's Guide.

Medley, Anthony, Sweaty Palms, The Neglected Art of Being Interviewed, Lifetime Learning Publications, Belmont, California, 1978, 191 pp. Fear of the unknown is a major cause of nervousness in an interview. This book will help by telling what an interview is, types of interviews, how to present yourself, how to handle questions, how to prepare for the interview, and how to dress for the interview.

Michelozzi, Betty N., Coming Alive From Nine to Five, The Career Search Handbook, Mayfield Publishing Co., Palo Alto, California, 1980, 178 pp. A rather upbeat presentation of exercises for determining skills, strengths and weaknesses, writing resumes, self-testing and self scoring activities and inventories. Designed for use individually, in workshops or in a classroom setting.

Miller, Adah-Marie R., Hints on How To Get and Keep a Job, Utah State Department of Vocational Education, Salt Lake City, Utah, 1977, 47 pp. A concise compilation of hints on looking for a job, applying for a job, interviewing, keeping a job. Good local orientation.

Moffatt, Thomas L., Land That Job!, Harper and Row, New York, New York, 1982, 149 pp. The purpose of this book is not only to explain where to look for employment, but also how to look for a job, how to identify it once you have found it, how to present your qualifications to fill it. Step by step instructions and hints are given.

Morford, Ted R., and Shelley M. Mauer, Successful Transitions: A Guide Through The Employment Process, Education Associates, Inc, Frankfort, Kentucky. Contains chapters about "Finding Job Openings," "Following up Job Leads," "Completing the Application," "Interviewing for the Job," "Following up the Interview," "Before You Accept the Job," "You're Employed."

New York Life Insurance Co., Making The Most of Your Job Interview. Contact New York Life Office or agent in your community for free copies. A practical guide to preparing for the interview, how to dress, resume writing and questions to expect.

Pivar, William H., Work Experience Handbook, Canfield Press, San Francisco, 1976, 105 pp. This book will help students make a career choice, whether it be a first career or a career change. It shows how to obtain a job suited to individual desires and needs. It contains tear-out work projects, questions and questionnaires. It is especially designed to be used in a cooperative work experience program.

Randall, Florence, Getting A Job, Pitman Learing, Inc., Belmont, California, 1978, 88 pp. This is a book on the basic principles of finding employment. It is written in a rather naive way and geared for students with a rather low level of reading capacity.

Robertson, Jason, How To Win In A Job Interview, Prentice Hall, Englewood Cliffs, New Jewsey, 1978, 133 pp. Explores "tricks of the trade" used by professional interviewers after intensive training and experience. Includes segments on controlling the interview, body language, developing an interview strategy and what to do after the interview.

Schwartz , Lester, and Irv Brechner, The Career Finder: Pathways to Over 1500 Entry-Level Jobs, Ballantine Books, New York, New York. A combined workbook and reference guide with descriptions of over 1500 entry-level jobs for high school and college students.

Sernaqué, Vivienne, Part-time Jobs: What They Are, Where They Are, How to Get Hired, Ballantine Books, New York, New York. A source book for part-time jobs.

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 "Do Your Want A Job?" Booklet, 10¢ each.

Sweet, Donald H., The Job Hunter's Manual, Addison Wesley Publishing Co., Menlo Park, California, 1975, 89 pp. This is a book for everyone looking for a job. It was written primarily for individuals who have lost their job, but it is also directed to persons who are looking for their first job.

U.S. Department of Labor, Merchandising Your Job Talents, U.S. Government Printing Office, 1980, 24 pp. Excellent material on self appraisal, preparing a resume, letter of application, source of job information, job interviewing and follow-up.

U.S. Department of Labor, Occupational Outlook Handbook, 1982-83 Edition, U.S. Government Printing Office, Washington D.C., 482 pp. This is an excellent resource for background information. It tells who to write for further information and the job requirements and outlook for some 250 occupations.

Utah System of Higher Education, Utah's Career Guide, 1981, 26 pp Reproduced annually, this guide has a wealth of information on job finding, including key articles or techniques and planning a chart of jobs in Utah together with pay, training qualifications, demand, and resource centers for career information. Multiple copies are available free of charge by writing to: Utah System of Higher Education, 807 East South Temple, Suite 204, Salt Lake City, Utah 84102

Wasil, Raymond A., School Based Placement Services, Follow-up and Pre-Employment Model. Ohio Department of Education, Columbus, Ohio. A set of curriculum and service program based materials that have useful applications in the public school setting.

-----, West Virginia Vocational Curriculum Laboratory, Ripley, West Virginia. This is a program for application in the public school and covers: where to begin, what do I want in a job, where to find a job, application letter, resume, job application and interviews. The materials include a comic book presentation, an employ-ability mini-course, and a competency based curriculum guide. A very thought provoking set of materials to aid in local job getting and keeping curriculum building.

Zedlitz, Robert, Getting A Job Process Kit, South-Western Publishing Co., Palo Alto, California, 1981. This is a packet of materials including a rather brief manual, supplies boolket with forms for the applicant to use, an instruction booklet and a portfolio envelope. A good practical approach with common sense kinds of information.

TAPES AND FILM STRIPS

Arming Yourself For a Part-Time or Summer Job, Olympus Publishing Company.

Career Plans Series, Career Aids, Inc., 1982. Filmstrip/cassett programs: "The Process of Getting a Job," how to prepare for a job, sources for finding a job, how to prepare for an interview, what to include in a resume, and the characteristics of a good letter of application. "How to Get Along With People On The Job," definitions of human relations, how to develop sensitivity to others, communicating directly, using body language, toleration for negative attitudes, and moods, understanding our own needs.

Dynamics of Job Interviewing: High School Level, Educational Audio Visual Inc.: "Reducing Stage Fright in the Interview" (2) "Face-to-Face Encounter (4) "Confessions of Interviewers (2)--eight cassettes total.

Employ Yourself: Finding a Job, Educational Audio Visual, Inc., Pleasantville, New York

Get Hired!, Janus Book Publishers. Positive job-seeking behavior.

Get That Job, Camden & Associates, Hinsdale, Illinois. Two 30-minute cassettes with a 45-page workbook telling how to succeed in a job search. It answers such questions as "How do I begin the job search? How can I get a job is I've been fired? What should my resume look like? How do I generate and handle job interviews? How do I pick the right job offer?"

Getting a Job, Cassettes Unlimited, Roanoke, Texas, 12 cassettes. Lessons include "Contacting Job Interviewers," "What You Need to Know to Fill Out an Application Form," "Making a Good Impression," "Selling Yourself," "Handling Difficult Questions," "The Wrap-up."

Getting a Job, Educational Audio Visual Inc, Pleasantville, New York. 12 cassettes/24 books.

How to Get a Summer Job, Educational Audio Visual Inc. "Finding the Job." "Selling Yourself." 2 cassettes.

I Got the Job, Educational Audio Visual Inc. Explores information an applicant should bring to a job interview.

Job Communication Skills, Cassettes Unlimited, Roanoke, Texas, 15 Tape Cassettes, 12 Overhead Projector Transparencies. Lessons include "Understanding Instructions," "Telephone Answering Skills," "Taking a message."

The Job Hunt Game, ICVT, Culver City, California. A game show approach. Five films or videotapes, ten workbooks and a leader's guide.

Job Hunting in the 1980's: Skills for Success, Educational Audio Visual Inc. Designed to prepare students for job-hunting. "What Kind of Job Is Right for You?" "Finding the Right Job" "Writing an Effective Resume" "Filling Out Job Applications" "Job Interviewing Skills" 6 cassettes/6 strips.

Job Interview Guide, Janus Book Publishers. How to handle an interview properly.

Job Interview Kit, Janus Book Publishers. Role-playing tool.

Job Interview Skills, Sunburst Communications, Pleasantville, New York, 3 filmstrips/3 cassettes. Preparation and behavior for typical entry-level job interviews. Divided into three sections: "Getting Ready," "Getting Through The Interview," "Interview Situations."

The Job of Job Hunting, Sunburst Communications, Pleasantville, New York, 2 filmstrips/2 cassettes. Approaches to the search for a good, first job. Divided into two sections: "Facing the Problem" and "Exploring the Resources."

Job Placement Programs, Vocational Studies Center. "Job Placement Process," school-based job placement services. Appropriate for staff at high school and post-secondary levels. "Orientation to the Job Placement Process." "Orientation to the Job Placement Process: An Instructor's Guide." "School-based Placement Model." "A Coordinated and Comprehensive School-Based Career Placement Model."

Job Seeker Tips Filmstrip & Cassette, Career Publishing, Inc., Orange, California. How to get and keep the job.

Job-Seeking and Job-Keeping Programs, Vocational Studies Center. "Employability Skills Program: Post-Secondary Version," 15 filstrip/cassette programs on how to get, keep and advance in a job. "Employability Skills Program: High School Version," 18 filmstrip/cassette programs. "Job Rush," a series of 12 filmstrip/cassette or programs for use by job seekers trying to deal with the realities of today's employment scene.

Job-Seeking Skills Series, American Learning Systems. How to prepare for the transition from classroom to the world of work, career selection, job application, job interviews, and pointers about how to handle the first job.

Job Skills, Educational Audio Visual Inc. Steps in obtaining a summer, part-time, or full-time job are presented with emphasis on personal habits and attitudes that employers seek. "Know Yourself and Find a Career" "How to Find a Job" "How to Dress for an Interview" "Your Job Interview" "Your First Job" "Your Attitude/Your Job" "How to Use the Telephone at Work" 8 cassettes/8 strips.

Job Skills Series, Career Aids, Inc., Chatsworth, California. Developed by the Santa Ana Unified School District. Filmstrips and cassettes cover such topics as "Know Yourself and Find a Career," "How To Find a Job," "How To Apply For a Job," "How To Dress For an Interview," "Your Job Interview," "Your First Job," "Your Attitude/Your Job," "How To Use The Telephone at Work."

The Job World Instructor's Manual and The Job World Workbook, Education Associates, Inc., Frankfort, Kentucky. Topics include how to get a job and how to keep a job.

Making It Work: 18 Ways To Be Successful In Finding & Keeping a Job, Educational Resources Foundation, Columbia, South Carolina. Combination of videotapes, group activities and workbook exercises. Educational Resources Foundation is a non profit educational organization.

Me and Jobs, filmstrip/cassette series, Career Aids, Inc, Chatsworth, California, 5 cassettes/5 filmstrips. Program titles include "What Do I Have That a Job Needs?" "The Job Environment and Me," "Want Ads," "Application Forms," "Job Interview Skills."

On The Job, Cassettes Unlimited, Roanoke, Texas, twenty tape cassettes. Lessons include "The First Few Days," "Getting Help and Information," "Too Much Talk," " Words That Get You Fired," "Excuses," "Supervisors Are Human," "Company Rules and Customs," "Giving Notice."

Plannng for Success, National Career Consultants Inc., Richardson Texas. A sound filmstrip series of 12 titles dealing with job and life skills, and suggestions for getting and keeping a job. It includes such topics as "The Search, (or How To Look For A Job)," "The Application (or How to Write a Resume/Application)," "The Interview (or How To Survive a Job Interview)," "The Boss (or The Boss' Point of View)," "The Peer (or How To Get Along With Your Co-workers)," "The Employee (or The Characteristics of A Good Employee)," "The Advancement (or More Responsibility/ More Money)."

Singer Education Division, Society for Visual Ed., Inc., Chicago, Illinois, filmstrips and cassettes. "Job Survival Skills Program," "Self-Concept and Employment," "You and Your Supervisor," "You and Your Co-Workers."

Starting to Work: Basic Job Skills, Guidance Associates, White Plains, New York. Helps students make informed employment searches and adjust smoothly to their new jobs. Programs include "What You Should Know before Going to Work," "Job Hunting: Where to Begin," "You and Your Job Interview," "Your First Week on the Job," each 2 filmstrips, 2 tape cassettes.

Trouble at Work, Educational Audio Visual, Inc., Pleasantville, New York, 2 cassettes/2 filmstrips. Includes subjects such as "Hazing," "Failing to Communicate," "Lack of Ambition."

Winning the Job Game Educational Audio Visual, Inc., Pleasantville, New York, 4 cassettes/4 filmstrips. A multimedia kit designed to involve students actively in the job search process. It includes the topics "It's Your Life," "The Job Hunt from A to Z," "Selling Yourself with a Resume and Cover Letter," "The Paper Puzzle."

You're Hired!: A Guide to Successful Job Hunting , Educational Audio Visual, Inc., Pleasantville, New York, cassette/2 filmstrips. Where to look for jobs, the job application and interview. Deals with self-assessment, suggestions on looking for a job, writing a resume, and handling and interview.